

AGENDA

COMMITTEE ON COMMUNITY IMPROVEMENT

**February 10, 2004
Aldermen O'Neil, Shea,
Garritty, Smith, Lopez**

**Upon Conclusion of Traffic Cmte. Meeting
Aldermanic Chambers
City Hall (3rd Floor)**

1. Chairman O'Neil calls the meeting to order.
2. The Clerk calls the roll.
3. Chairman O'Neil advises that the first purpose of the meeting is organizational in nature, and requests the Clerk to provide a brief overview regarding typical issues addressed by the Committee.
4. Resolution and budget authorizations authorizing transfer and expenditure of funds in the amount of \$26,806.87 (EPD) for FY2003 CIP 712003 FBI Recuperator Project.
Gentlemen, what is your pleasure?
5. Resolution and budget authorization authorizing expenditure of funds in the amount of \$2,248.00 (State) for FY2004 CIP 412004 Speed Enforcement Program.
Gentlemen, what is your pleasure?
6. Resolution and budget authorization authorizing expenditure of funds in the amount of \$10,160.00 (State) for FY2004 CIP 411904 Project Safe Neighborhoods.
Gentlemen, what is your pleasure?
7. Resolution and budget authorization authorizing expenditure of funds in the amount of \$225,920 (State DOT) for FY2002 CIP 712402 WIN-2 Relocation Design Project.
Gentlemen, what is your pleasure?

8. Resolution and budget authorizations authorizing transfer and expenditure of funds in the amount of \$68,228.58 (EPD) for FY2003 CIP 713103 Sewer Infrastructure Project.

Gentlemen, what is your pleasure?

9. CIP Budget Authorization:
215703 Public Health Preparedness & Response – Revision #1

Gentlemen, what is your pleasure?

10. Communication from Ron Johnson of Parks, Recreation and Cemetery Department, requesting the Committee recommend to the full Board that the additional \$4.4 million needed for the Clem Lemire Sports Complex (Memorial High School) be approved prior to the FY2005 CIP process.

Gentlemen, what is your pleasure?

11. Communication from Deputy Police Chief Gary Simmons requesting to retain the former prisoner transport vehicle as an emergency response vehicle for the Police Department Civil Resolution Team.

Gentlemen, what is your pleasure?

12. Communication from Bruce Thomas, Engineering Manager, requesting approval of the City's Chronic Drain Program, as enclosed herein.

Gentlemen, what is your pleasure?

13. Discussion – Former Alderman Dick Crotty Monument @ Pine Island Pond Dam.

TABLED ITEMS

A motion is in order to remove any of the following items from the table for discussion.

14. Derryfield Park Rehabilitation Phase II.
(Tabled 10/14/2003)

15. Communication from Kevin Sheppard submitting a draft policy/procedure for Fleet Management/Motorized Equipment.
(Re-tabled 11/25/2003. Update from Mr. Sheppard dated 12/2/2003 enclosed.)
16. Derryfield Country Club Project.
(Re-tabled 12/09/2003 and voted not to spend any more money on the project.)
17. Communication from Robert MacKenzie, Planning Director, regarding a request that the City consider making various safety and aesthetic improvements along Dean Avenue at a cost of \$9,800.
(Tabled 11/25/2003 pending review by Public Works requesting report back at December meeting.)
18. Copy of a communication from Mr. Jabjiniak to Drew Weber regarding the relocation of Singer Family Park Field.
(Tabled 12/09/2003)
19. If there is no further business, a motion is in order to adjourn.

COMMITTEE ON COMMUNITY IMPROVEMENT

O'Neil, Shea, Garrity, Smith, Lopez

This Committee shall have jurisdiction over policy regarding vehicle maintenance and purchases, public works functions and services and programs funded by the federal and state governments and such other matters as may be referred by the Board of Mayor and Aldermen. The Committee shall review all such referrals and where required, after due and careful consideration, shall report back to the Board of Mayor and Aldermen.

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY2000 and 2003 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twenty Six Thousand Eight Hundred Six Dollars and Eighty Seven Cents (\$26,806.87) for FY2003 CIP 712003 FBI Recuperator Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2000 and 2003 CIP as contained in the 2000 and 2003 CIP budget; and

WHEREAS, Table 5 contains all sources of Enterprises, Fees and Other funds to be used in the execution of projects; and

WHEREAS, additional funds are required for the installation of a recuperator heat exchanger at the WTTF; and

WHEREAS, a balance exists from the completed CIP 760300 Candia Road Project, which the Board of Mayor and Aldermen desires to transfer to assist in the funding of these additional costs;

NOW, THEREFORE, be it resolved that the 2000 and 2003 CIP be amended as follows:

By decreasing:

FY2000 CIP 760300 – Candia Road Dry Sewer Design - \$26,806.87 EPD

By increasing:

FY2003 CIP 712003 – FBI Recuperator - \$26,806.87 EPD
(from \$717,208 EPD to \$744,014.87 EPD)

Resolved, that this Resolution shall take effect upon its passage.

CIP BUDGET AUTHORIZATION

CIP#: 760300 Project Year 2000 CIP Resolution: 4/20/1999
Title: Candia Road Dry Sewer Design Amending Resolution: 2/17/2004
Administering Department: Highway-EPD Revision: #1-Closeout

Project Description Design a portion of Cohas Brook Interceptor Phase II in Candia road.

Federal Grants Federal Grant: No **Environmental** Review Required: No
Grant Executed: Completed: NA

Critical Events

1	Select engineer	9/1/99
2	Design sewer	6/1/00
3		
4		
5		

Expected Completion Date: 2/17/2004

Line Item Budget

	Enterprise		Other Funds	TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$33,193.13	\$0.00	\$0.00	\$33,193.13
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$33,193.13	\$0.00	\$0.00	\$33,193.13

Revisions

Revision #1 - Transfers \$26,806.87 to project 712003 FBI Recuperator and closes this project.

COMMENTS:

CIP BUDGET AUTHORIZATION

CIP #: 712003

Project Year: 2003

CIP Resolution: 6/4/2002

Title: FBI Recuperator

Amending Resolution: 2/17/2004

Administering Department: Highway Department - EPD

Revision: #2

Project Description

Purchase & install new recuperator heat exchanger for the sludge incinerator at the WWTF. This will replace the existing unit which has a 10-year life expectancy.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1	Prepare Specifications	09/02
2	Purchase Equipment	11/02
3	Installation	06/03
4	Project Completion	06/30/05
5		

Expected Completion Date:

6/30/2005

Line Item Budget

	ENTERPRISE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$24,000.00	\$0.00	\$0.00	\$24,000.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$506,000.00	\$0.00	\$0.00	\$506,000.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$179,012.87	\$0.00	\$0.00	\$179,012.87
Other	\$25,000.00	\$0.00	\$0.00	\$25,000.00
TOTAL	\$744,012.87	\$0.00	\$0.00	\$744,012.87

Revisions

Revision #1 - adds \$217,206 Enterprise from various projects.

Revision #2 - adds \$26,806.87 from 760300 Candia Road.

COMMENTS

Funds transferred: \$3,067.71 - 760299; \$8,997.80 - 760200; \$29,421.77 - 712102; \$175,718.72 - 712302.

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City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Two Hundred Forty Eight Dollars and Eighty Cents (\$2,248.80) for FY2004 CIP 412004 Speed Enforcement Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept additional grant funds from the State of New Hampshire Highway Safety Agency;

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

By adding:

FY2004 412004 – Speed Enforcement Program - \$2,248.80 State

Resolved, that this Resolution shall take effect upon its passage.

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CIP BUDGET AUTHORIZATION

CIP #: 412004 Project Year CIP Resolution: 6/9/2003
 Title: Speed Enforcement Amending Resolution 2/17/2004
 Administering Department: Police Department Revision:

Project Description: In an effort to combat speeding motor vehicles, the Manchester Police Department will conduct overtime patrols dedicated to the detection of speeders.

Federal Grants Federal Grant: No **Environmental** Review Required: No
 Grant Executed: Completed:

Critical Events

1	Program Initiation	2/1/04
2	Program Completion	4/30/04
3		
4		
5		

Expected Completion Date: 4/30/2004

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$2,248.80	\$0.00	\$0.00	\$2,248.80
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$2,248.80	\$0.00	\$0.00	\$2,248.80

Revisions

COMMENTS

Program initiation and completion dates determined by the grantor.

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City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand One Hundred Sixty Dollars (\$10,160.00) for FY2004 CIP 411904 Project Safe Neighborhoods."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept additional grant funds from the State of New Hampshire Department of Justice;

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

By adding:

FY2004 411904 – Project Safe Neighborhoods - \$10,160 State

Resolved, that this Resolution shall take effect upon its passage.

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CIP BUDGET AUTHORIZATION

CIP #: 411904

Project Year: 2004

CIP Resolution: 6/9/2003

Title: Project Safe Neighborhoods

Amending Resolution: 2/17/2004

Administering Department: Police Department

Revision:

Project Description

Project Safe Neighborhoods youth at risk baseball program.

Federal Grants

Federal Grant: No

Grant Executed:

Environmental

Review Required: No

Completed:

Critical Events

1	Program Initiation	11/05/03
2	Program Completion	12/31/04
3		
4		
5		

Expected Completion Date:

12/31/2004

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$10,160.00	\$0.00	\$0.00	\$10,160.00
TOTAL	\$10,160.00	\$0.00	\$0.00	\$10,160.00

Revisions

COMMENTS

Program initiation and completion dates determined by the grantor.

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City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

“Amending the FY2002 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Twenty Five Thousand Nine Hundred Twenty Dollars (\$225,920) for FY2002 CIP 712402 WIN-2 Relocation Design Project.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2002 CIP as contained in the 2002 CIP budget; and

WHEREAS, Table 5 contains all sources of Enterprises, Fees and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept funding from New Hampshire Department of Transportation in the amount of \$225,920 for costs associated with the relocation of West Interceptor North;

NOW, THEREFORE, be it resolved that the 2002 CIP be amended as follows:

By amending and increasing:

FY2002 – 712402 – WIN-2 Relocation Design -
From \$350,000 EPD to \$477,000 (\$251,080 EPD, \$225,920 State DOT

Resolved, that this Resolution shall take effect upon its passage.

CIP BUDGET AUTHORIZATION

CIP#: 712402 Project Year 2002 CIP Resolution: 6/11/2001
Title: WIN-2 Relocation Design Amending Resolution: 2/17/2004
Administering Department: Highway - EPD Revision: #2

Project Description

Design the relocation of the City's West In Interceptor North-2. Relocation is required due to the widening of the highway and construction of a southbound off-ramp in the vicinity of Granite Street.

Federal Grants

Federal Grant: No Environmental Review Required: No
Grant Executed: 7/2/2001 Completed: NA

Critical Events

1	Construction Initiation	Sept. 04
2	Program Completion	12/31/06
3		
4		
5		

Expected Completion Date: 12/31/2006

Line Item Budget

	Enterprise	State	Other Funds	TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$251,080.00	\$145,150.00	\$0.00	\$396,230.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$80,770.00	\$0.00	\$80,770.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$251,080.00	\$225,920.00	\$0.00	\$477,000.00

Revisions

Revision #1 - extend completion date to 6/30/04.
Revision #2 - Adds State Allotment of \$225,920.00 and decreases required local funds from \$350,000 to \$251,080.

COMMENTS:

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY1999, 2000, and 2003 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Sixty Eight Thousand Two Hundred Twenty Eight Dollars and Fifty Eight Cents (\$68,228.58) for FY2003 CIP 713103 Sewer Infrastructure Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 1999, 2000, and 2003 CIP as contained in the 1999, 2000, and 2003 CIP budget; and

WHEREAS, Table 5 contains all sources of Enterprises, Fees and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allow a transfer of existing funds in the amount of \$68,228.58 for the replacement of aging sewers within the City;

NOW, THEREFORE, be it resolved that the 1999, 2000, and 2003 CIP be amended as follows:

By decreasing:

FY1999 – 760399 – Sewer Infrastructure Rehabilitation -	\$17,771.81 EPD
FY2000 – 760400 – Sewer Infrastructure Rehabilitation -	\$ 571.67 EPD
FY2003 – 712203 – Sewer Infrastructure Repairs -	<u>\$49,885.10 EPD</u>
Total	\$68,228.58

By increasing:

FY2003 – 714103 – Sewer Infrastructure - \$68,228.58 – EPD
(from \$200,000 EPD to \$268,228.58 EPD)

Resolved, that this Resolution shall take effect upon its passage.

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CIP BUDGET AUTHORIZATION

CIP#: 760399 Project Year 1999 CIP Resolution: 5/6/1998
Title: Sewer Infrastructure Rehabilitation Amending Resolution: 2/17/2004
Administering Department: Highway/EPD Revision: #1-closeout

Project Description: Repair/replace aging sewer infrastructure to prevent failures. This will be an on-going program to correct identified problem areas.

Federal Grants Federal Grant: No **Environmental** Review Required: No
Grant Executed: Completed: NA

Critical Events

1	Identify critical areas	7/98
2	Prepare plans and specs	10/98
3	Bid advertisement	11/98
4	Complete rehabilitation	02/04/04
5		

Expected Completion Date: 2/17/2004

Line Item Budget

	Enterprise		Other Funds	TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$82,228.19	\$0.00	\$0.00	\$82,228.19
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$82,228.19	\$0.00	\$0.00	\$82,228.19

Revisions

Revision #1 - transfers balance of \$17,771.81 to project 714103 Sewer Infrastructure and closes this project.

COMMENTS:

CIP BUDGET AUTHORIZATION

CIP#: 760400 Project Year 2000 CIP Resolution: 4/20/1999
Title: Sewer Infrastructure Rehab. Amending Resolution: 2/17/2004
Administering Department: Highway-EPD Revision: #1-Closeout

Project Description: Repair/replace chronic problem area of aging sewer infrastructure.

Federal Grants Federal Grant: No **Environmental** Review Required: No
Grant Executed: Completed: NA

Critical Events

1	Receive bids	7/1/99
2	Construction initiation	8/1/99
3		
4		
5		

Expected Completion Date: 2/17/2004

Line Item Budget

	Enterprise		Other Funds	TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$99,428.33	\$0.00	\$0.00	\$99,428.33
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$99,428.33	\$0.00	\$0.00	\$99,428.33

Revisions

Revision #1 - transfers \$571.67 to project 714103 Sewer Infrastructure and closes this project.

COMMENTS:

CIP BUDGET AUTHORIZATION

CIP #: Project Year: CIP Resolution:
 Title: Amending Resolution:
 Administering Department: Revision:

Project Description:

Federal Grants

Federal Grant:
 Grant Executed:

Environmental

Review Required:
 Completed:

Critical Events

1	Program Initiation	07/01/02
2	Program Completion	02/17/04
3		
4		
5		

Expected Completion Date:

Line Item Budget

	ENTERPRISE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$150,114.90	\$0.00	\$0.00	\$150,114.90
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$150,114.90	\$0.00	\$0.00	\$150,114.90

Revisions

Revision #1 - transfers \$49,885.10 to project 714103 Sewer Infrastructure and closes this project.

COMMENTS

8

CIP BUDGET AUTHORIZATION

CIP #: Project Year CIP Resolution:
 Title: Amending Resolution:
 Administering Department: Revision:

Project Description

Federal Grants

Federal Grant:
 Grant Executed:

Environmental

Review Required:
 Completed:

Critical Events

1	Project Initiation	06/01/03
2	Project Completion	06/30/05
3		
4		
5		

Expected Completion Date:

Line Item Budget

	OTHER			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$268,228.58	\$0.00	\$0.00	\$268,228.58
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$268,228.58	\$0.00	\$0.00	\$268,228.58

Revisions

Revision #1 - adds \$68,228.58 to this project by transferring \$17,771.81 from 760399; \$571.67 from 760400; and \$49,885.10 from 712203.

COMMENTS

Project is expedited from FY04 CIP with "Other" funding EPD revenue.

CIP BUDGET AUTHORIZATION

CIP #: **215703** Project Year **2003** CIP Resolution: **6/4/2002**
 Title: **Public Health Preparedness & Response** Amending Resolution: **7/16/2002**
 Administering Department: **Health Department** Revision: **1**

Project Description: This funding will be used to upgrade the Manchester Health Department's preparedness for and response to bioterrorists outbreaks of infectious disease, and other public health threats and emergencies.

Federal Grants Federal Grant: **No** **Environmental** Review Required: **No**
 Grant Executed: Completed:

Critical Events

1	Program Initiation	11/19/02
2	Program Completion	8/31/05
3		
4		
5		

Expected Completion Date: **8/31/2005**

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	\$295,000.00	\$0.00	\$0.00	\$295,000.00
Fringes	\$90,000.00	\$0.00	\$0.00	\$90,000.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$8,500.00	\$0.00	\$0.00	\$8,500.00
Construction Admin	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$335,000.00	\$0.00	\$0.00	\$335,000.00
Overhead	\$90,000.00	\$0.00	\$0.00	\$90,000.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$112,000.00	\$0.00	\$0.00	\$112,000.00
TOTAL	\$1,030,500.00	\$0.00	\$0.00	\$1,030,500.00

Revisions

1. Extends completion date from 8/31/03 to 8/31/05.

COMMENTS

Federal State of New Hampshire Department of Health and Human Services. Federal grant amount initially estimated to be \$1,050,000, \$1,030,500 awarded.

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CITY OF MANCHESTER
Parks, Recreation & Cemetery Department

625 Mammoth Road
Manchester, NH 03104-5491
(603) 624-6565 Administrative Office
(603) 624-6514 Cemetery Division
(603) 624-6569 Fax

COMMISSION

George "Butch" Joseph, Chairman
Thomas Murphy, Clerk
Michael Worsley
Joseph Sullivan
Steve Johnson
Ronald Ludwig, Director

February 3, 2004

Alderman Daniel P. O'Neil, Chairman
City of Manchester Community Improvement Program
One City Hall Plaza
Manchester, NH 03101

Re: Clem Lemire Sports Complex – Memorial High School

Dear Alderman O'Neil:

This past year in the FY-2004 CIP budget, \$1.1 million dollars was approved to begin work on the above referenced project. More recently, the Manchester School Board approved an expanded project of approximately \$5.5 million dollars. The CIP Committee and Board of Mayor and Aldermen also approved the overall Master Plan and revised project scope last December.

We have been working with representatives from Gilbane and Kaestle Boss Associates for the past two months to develop a Guaranteed Maximum Price (GMP) for the project. It appears that all parties are in agreement, and we would like to sign the contracts. While we only have \$1.1 million approved, we would like to expedite the additional \$4.4 million now, so that Gilbane can order the bleachers and other items that have a long lead-time.

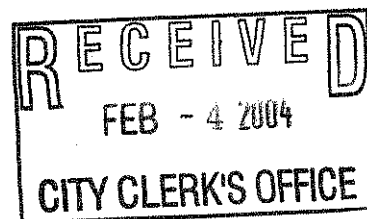
Authorization of these additional funds will allow us to sign contracts for the approved scope of work and help the City to reach the goal of having the field ready for mid-August. This approval would also allow us to accelerate the process to design and construct the support buildings.

Therefore, we request the CIP Committee to make a recommendation for the additional \$4.4 million dollars and ask that this request be approved by the Board of Mayor and Aldermen, prior to this year's FY-2005 CIP process.

Sincerely yours,

Ron Johnson, Deputy Director

cc: Ronald Ludwig, Director - Parks, Recreation & Cemetery
Kevin Sheppard, Deputy Director - Highway Department
Robert MacKenzie, Director - Planning and Community Development
Randy Sherman, Deputy Finance Officer
William Sanders, Business Administrator - Manchester School District



10



John A. Jaskolka
Chief

City of Manchester Police Department

Ralph Miller Public Safety Center
351 Chestnut Street Manchester, New Hampshire 03101-2294
(603) 668-8711 Business Phone
(603) 668-8941 Main Fax
(603) 628-6137 Administrative Offices Fax

Commission

James A. McDonald, Sr.
John J. Tenn
Nury Marquez
Thomas Noonan

Deputy Chiefs

Richard P. O'Leary
Glenn S. Leidemer
Gary T. Simmons

Executive Secretary

Kim Demers

December 8, 2003

C.I.P. Committee of the
Honorable Board of Mayor and Alderman
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request to retain replaced police vehicle

Dear Committee Members:

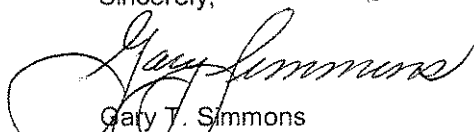
The Police Department, though Motorized Equipment Acquisition recently replaced it's Prisoner Transport Vehicle. This replacement was necessary due to the condition and mileage of the current transport vehicle.

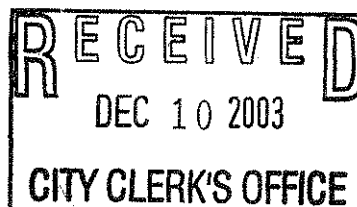
Although this vehicle is no longer road worthy in its previous function as a transport vehicle, we are requesting committee and board permission to retain this vehicle solely as an emergency response vehicle for our Civil Resolution Team. (CDR)

Our CDR team consists of 40 trained members who respond to incidents of civil unrest and matters of that nature and deploy a rapid response of a 12-man unit, followed up by a second response of at least 12 officers. They are equipped with riot protection gear and mass arrest equipment. Our purpose in retaining the replaced transport vehicle would give the team the opportunity to maintain a vehicle with a variety of their equipment in place and the option of incident response with 12 members at one time. A second team could then be moved using our current equipment.

With the exception of a rapid response for the team and limited training, it would remain secured and parked in an appropriate area, solely used by the CDR team. Although the van would not meet the demands of continued usage, our mechanics believe the van would be suitable for this purpose. If you have any questions do not hesitate to contact me. We appreciate the committee's consideration of this request.

Sincerely,


Gary T. Simmons
Dep. Chief of Police



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

James E. Connolly, Jr.
- Chairman
Henry R. Bourgeois
William F. Kelley
Edward J. Beleski
Peter Favreau

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

February 3, 2004

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
C/O Mr. Leo Bernier
CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Re: Request to Approve Chronic Drain Projects

Gentlemen:

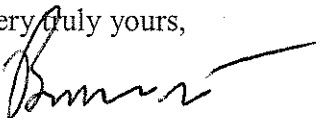
The Manchester Highway Department hereby requests your approval to complete work on the following projects as part of the City's Chronic Drain program:

Project:	Estimated Cost:
Cemetery Brook Cover/Marjam	\$0.00
Arah Street:	\$9,000
Morse Road, #47	\$1,000
Pasture Lane	\$2,600
Elm st. at Waldo	\$3,000
Pine Brook Place at Wedgewood	\$2,000
Cushing Avenue #46	\$17,000
Total Estimated Cost:	\$34,600

The Department has reviewed our list of chronic drain projects and feel that these are the highest priority. The total materials cost of the proposed work is approximately \$34,600. For your use, I have attached an estimates and sketches of each project. Note that Marjam will provide all of the materials required for the Cemetery Brook Cover, but the City will be provide a portion of the labor and equipment necessary to do the work. This work will only be done under a written agreement between the City and Marjam (see attached).

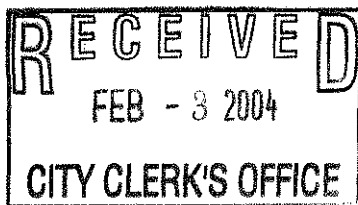
The projects will be funded out of balances in the Chronic Drain program. If you have any questions or comments or if I can be of further assistance, please do not hesitate to call.

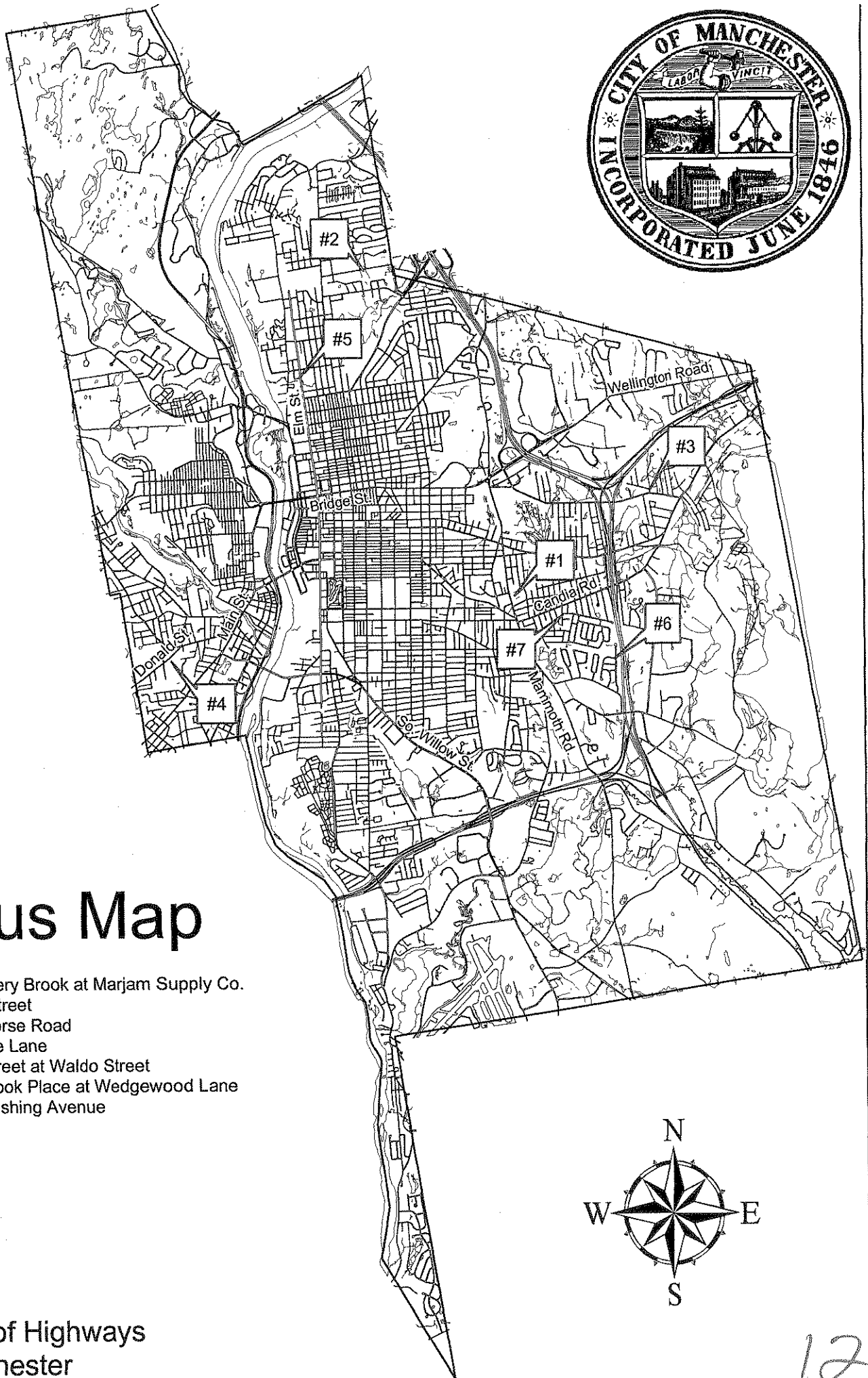
Very truly yours,



Bruce A. Thomas
Engineering Manager

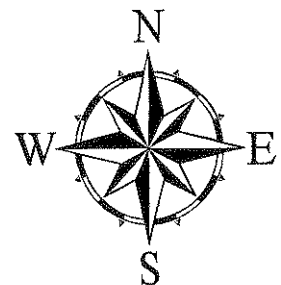
c/Frank C. Thomas, P.E.
Kevin A. Sheppard, P.E.
Samuel Maranto





Locus Map

1. Cemetery Brook at Marjam Supply Co.
2. Arah Street
3. #47 Morse Road
4. Pasture Lane
5. Elm Street at Waldo Street
6. Pinebrook Place at Wedgewood Lane
7. #46 Cushing Avenue





**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission
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- Chairman
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Peter Favreau

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

MEMORANDUM OF AGREEMENT

Date: January 27, 2004

Re: Installation of Cover over Cemetery Brook at Marjam Property

In order to cover the cemetery brook as it crosses the Marjam property at 257 Mammoth Road, several conditions must be met as follows:

- The City of Manchester Department of Highways (the City) will provide plans and dimensions of the proposed slabs;
- The City will remove the brush and debris from around the walls and clean them off in preparation for the wall caps;
- Marjam will make any necessary repairs to the walls and install a 3" +/- cap on each wall with the intent of creating a leveling course on the walls in preparation for the slab installation.
- Marjam will repoint the walls where necessary, install forms and pour the concrete caps;
- The City will install one catch basin on Marjam property and connect the basin to the brook through the west wall of the brook.
- The City will install the slabs.

The following is understood:

- The City has other obligations, such as snow plowing, etc... Therefore it is understood that although every effort will be made to complete the project in a timely manner, the City crews may be pulled away from the project at any time, but will resume the project when able to do so.
- Marjam will pay for all materials for the project. An estimate of the materials is attached. The estimate was done in good faith but is not intended to be construed as all inclusive.
- Marjam shall hold and save the City and its officers, agents, servants, and employees harmless from liability of any nature or kind, and will indemnify and hold harmless the City and its officers, agents, servants, and employees from and against all claims, damages, losses, and expenses.

CITY OF MANCHESTER HIGHWAY DEPARTMENT

MARJAM

Frank C. Thomas, P.E.

Date

Anthony Pariselli

Date

17

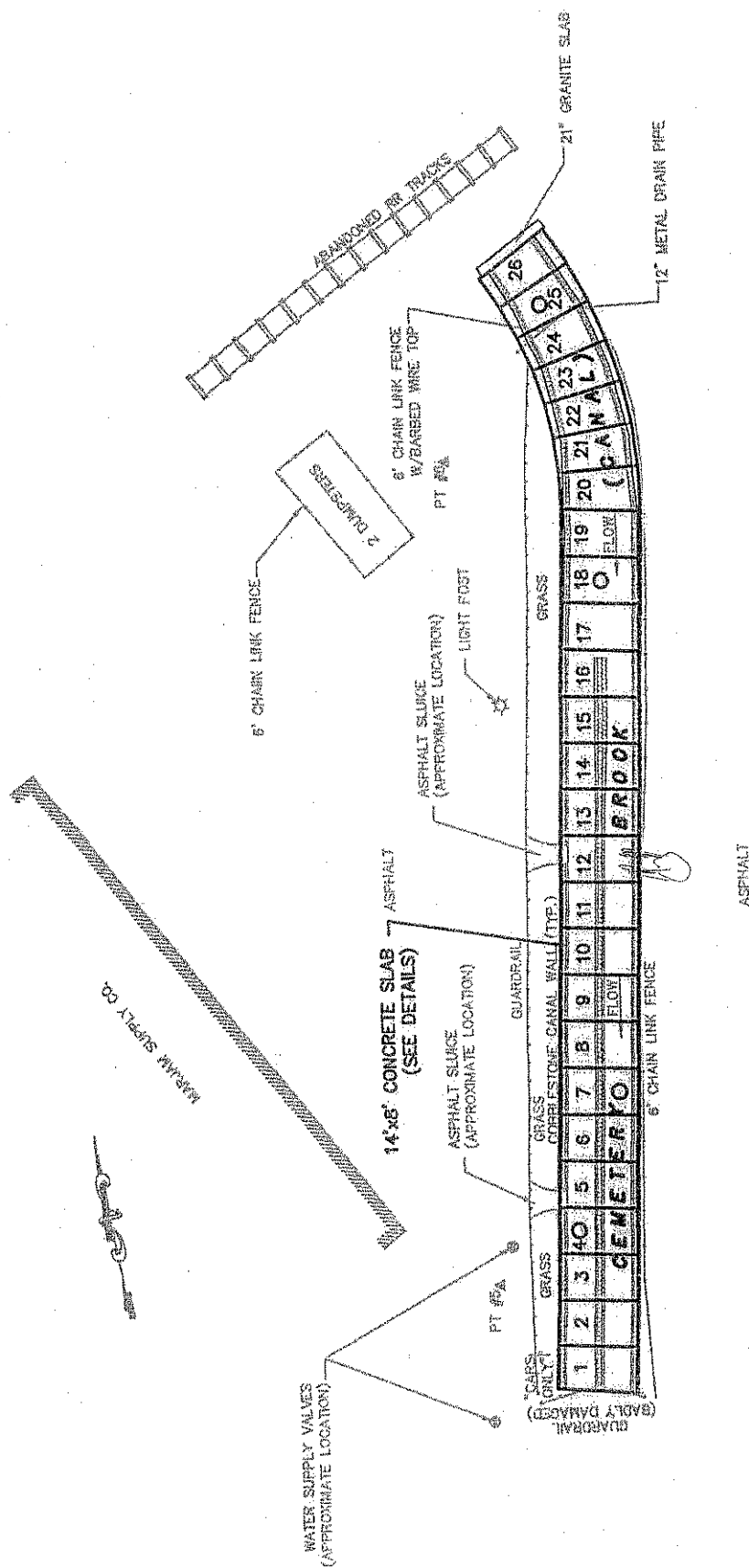
CITY OF MANCHESTER
DEPARTMENT OF HIGHWAYS
CEMETERY BROOK COVER
Marjam/Sundeen Lumber Site - Mammoth Road

December 18, 2003
B.A.T.

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL COST
1 TON		3/8 Wearing Course	\$23.40	\$23.40
2 TON		1/2" Base Course	\$23.40	\$46.80
5 TON		Recycled Asphalt	\$5.50	\$27.50
26 EA		Concrete Slabs	\$1,375.00	\$35,750.00
1 LS		Butyl Seal	\$2,600.00	\$2,600.00
5 CY		Concrete for wall caps	\$50.00	\$250.00
5 EA		CB Frame and Grate	\$110.00	\$550.00
10 LF		24" RCP Pipe	\$50.00	\$500.00
		Subtotal:		\$39,747.70
		Misc/Contingency (15%):		\$1,987.39
		Total:		\$41,735.09
		USE:		\$44,000.00

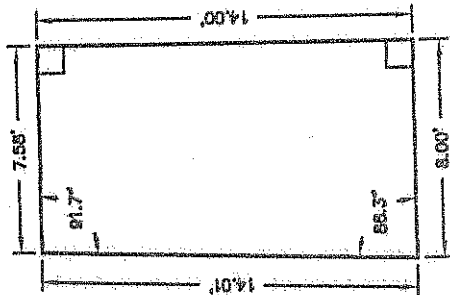
12

12

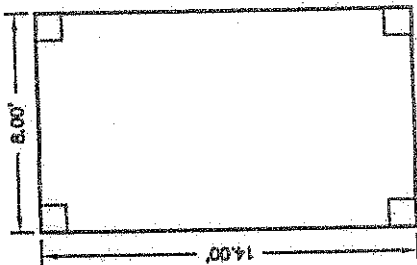


SCALE:
1" = 30'

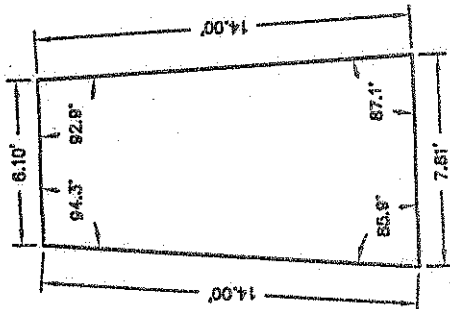
PLAN VIEW
CEMETERY BROOK @ MARIAM
MANCHESTER, NEW HAMPSHIRE
NOVEMBER 2003



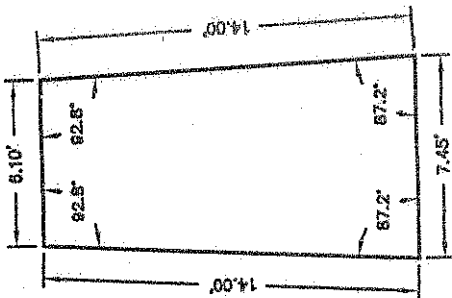
SLAB 1
(1 EACH)



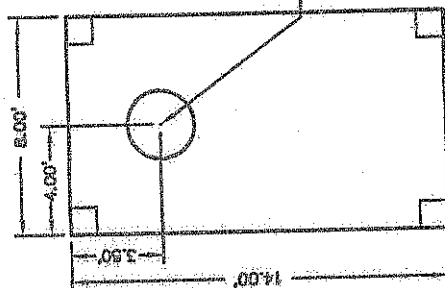
SLABS
2, 3, 5, 6, 8, 17, 18
(15 EACH)



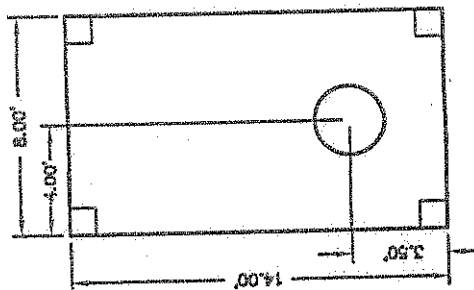
SLAB 20
(1 EACH)



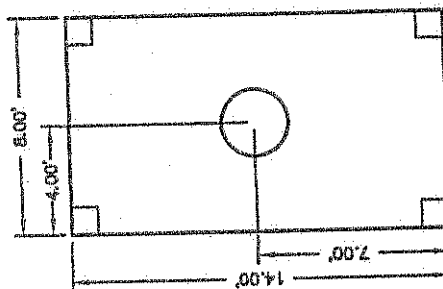
SLABS 21-24, 26
(1 EACH)



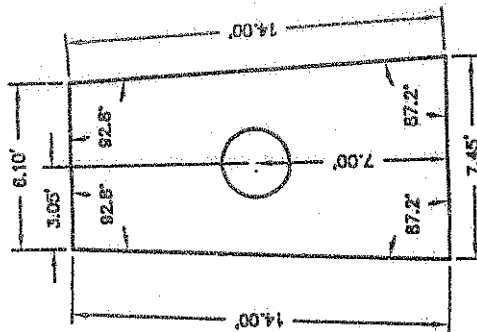
SLAB 4
(1 EACH)



SLAB 7
(1 EACH)



SLAB 18



SLAB 25
(OPENING IS IN CENTER OF SLAB
(1 EACH))

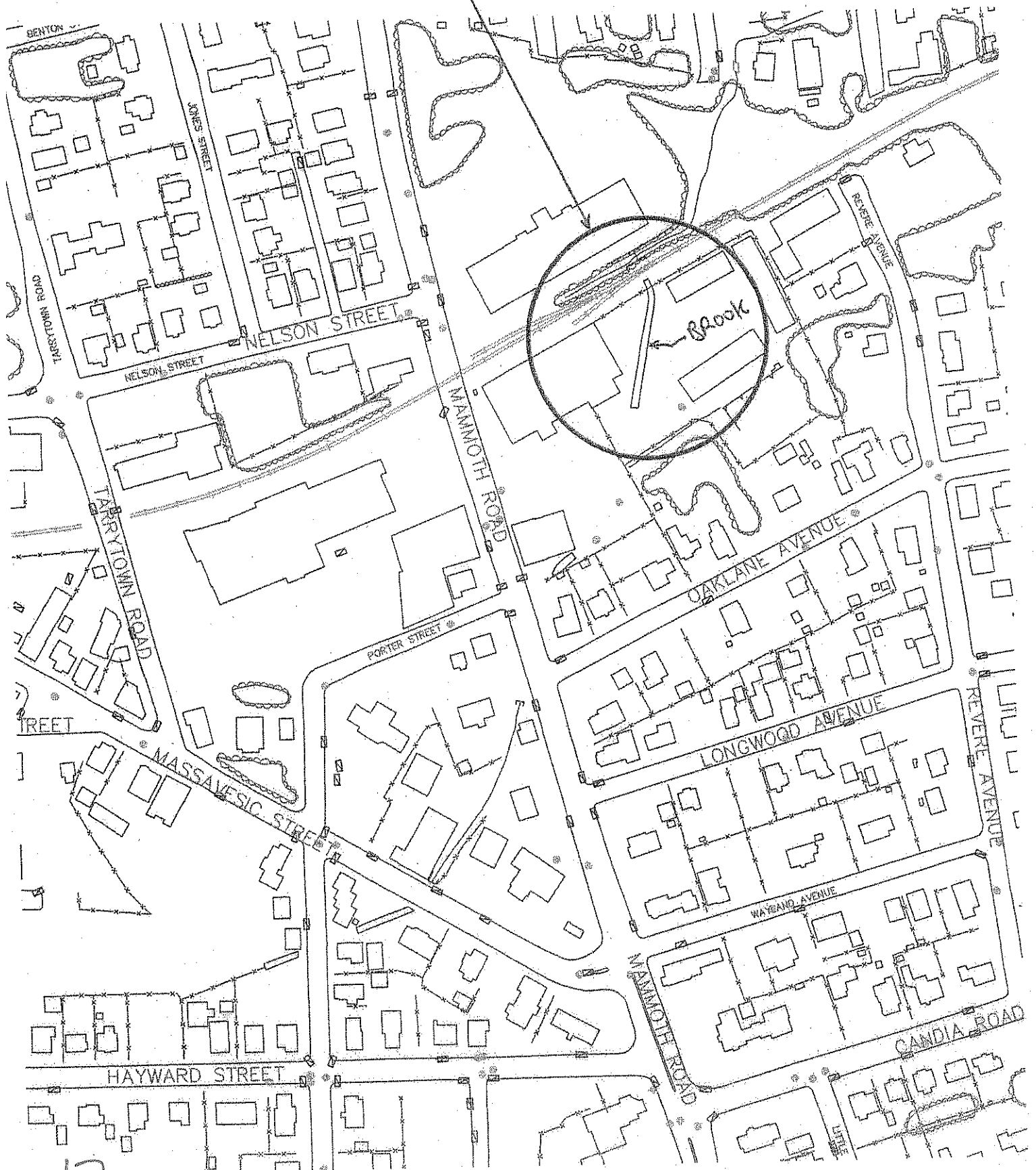
NOTE:
-SLABS #2-19 ALL SAME DIMENSIONS
-SLABS #21-26 ALL SAME DIMENSIONS

CONCRETE SLAB DETAILS
CEMETERY BROOK @ MARJAM
MANCHESTER, NEW HAMPSHIRE
NOVEMBER 2003

SCALE:
1" = 7'

Cover Cemetery Brook
With Concrete Slabs

1" = 200'



ESTIMATE
ARAH STREET PIPE REPLACEMENT
D.L.W. 02/03/04

Project Description:

This project consists of Replacing a drain line on Arah Street

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
----------	-------	-------	------------	-----------------

MATERIALS:

1	EA	DMH Frame and Cover	\$126.42	\$126.42
1	EA	Round Slab Top 48"	\$80.00	\$80.00
2	VF	48" Dia. Riser	\$78.00	\$156.00
1	EA	48" Dia. Base, 4' High	\$192.00	\$192.00
173	LF	18" HDP Pipe	\$9.91	\$1,714.43
43	TON	Stone	\$7.00	\$302.75
40	TON	Sand	\$7.00	\$280.32
60	CY	Loam (4")	\$10.50	\$630.00
1	EA	Filter Fabric (per roll)	\$300.00	\$300.00
1	TON	Rip Rap Stone	\$5.95	\$5.95
70	LF	Silt Fence	\$4.00	\$280.00

SUBTOTAL \$3,787.87

SUBCONTRACTS:

1	LS	Tree Removal	\$2,000.00	\$2,000.00
1	LS	Driveway Restoration	\$2,000.00	\$2,000.00

SUBTOTAL \$4,000.00

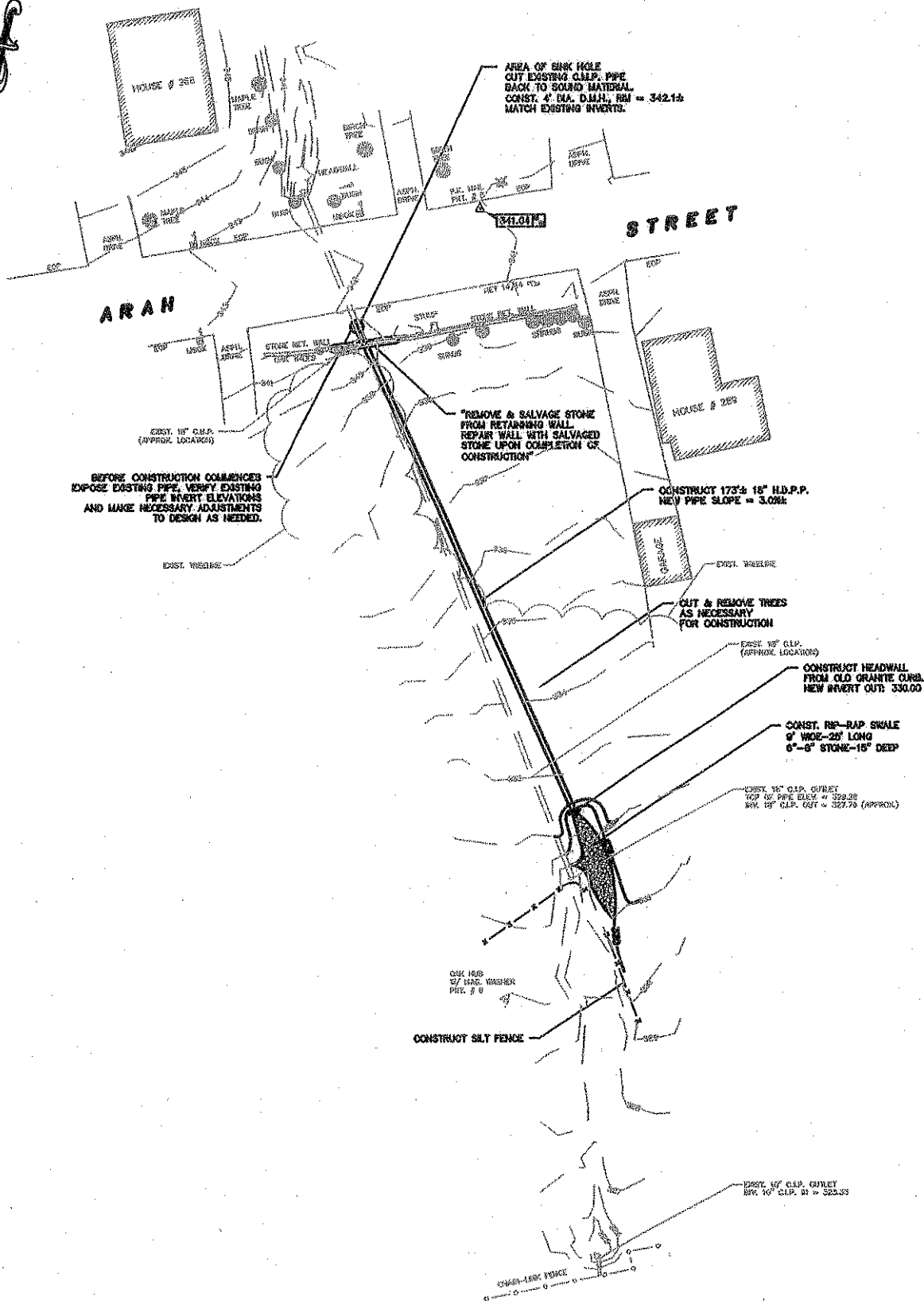
SUBTOTAL (MATERIALS): \$3,787.87

ADD 15% (OF VALUE OF MATL.): \$568.18

TOTAL SUBCONTRACTED ITEMS: \$4,000.00

TOTAL (MATERIALS): \$8,356.06

USE: \$9,000.00



SHEET 1 OF 1

ARAH STREET
DRAINAGE IMPROVEMENTS



CITY OF MANCHESTER
DEPARTMENT OF HIGHWAYS
ENGINEERING DIVISION
227 MAPLE STREET
MANCHESTER, NEW HAMPSHIRE 03103

DATE: DEC. 2003

DESIGNED BY:
D.L.W.

DRAWN BY:
D.J.C.

CHECKED BY:
J.W.D.

SUBMITTED BY:
B.A.T.

PROJECT NO.
PROJECT #

FILE NAME
NAME: ARAH ST.

SCALE:
HORZ. 1" = 50'

VERT. N/A

REV. DESCRIPTION

HIGHWAY DEPARTMENT ESTIMATE

Morse Road #47
BAT Dec. 1, 2003

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
----------	-------	-------	------------	-----------------

ROADWAY MATERIALS

3	TON	3/8" Wearing Course	\$24.50	\$74.48
6	TON	3/8" Base Course	\$24.50	\$148.96
15	TON	Crushed Gravel	\$7.50	\$110.00
50	CY	Loam (4")	\$10.50	\$525.00

SUBTOTAL: \$525.00

ROADWAY MATERIALS: \$525.00

SUBTOTAL (MATERIALS): \$525.00

ADD 15% (OF VALUE OF MATL.): \$78.75

TOTAL (MATERIALS AND SUBCONTRACTS): \$603.75

USE: \$1,000

17

HIGHWAY DEPARTMENT ESTIMATE

Pasture Drive Swale Bypass
DLW OCTOBER 29, 2003

PROJECT DESCRIPTION: Connection of four existing catch basins on Pasture Drive to a main drain line to eliminate a drainage problem.

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
----------	-------	-------	------------	-----------------

ROADWAY MATERIALS

2	TON	3/8" Wearing Course	\$24.50	\$49.00
4	TON	3/8" Base Course	\$24.50	\$98.00
10	TON	Crushed Gravel	\$7.00	\$70.00
18	TON	Bank Run Gravel	\$7.00	\$126.00

SUBTOTAL \$343.00

DRAINAGE MATERIALS:

1	EA	DMH Frame and Cover	\$126.42	\$126.42
1	EA	Round Slab Top 48"	\$80.00	\$80.00
4	VF	48" Dia. Riser	\$78.00	\$312.00
1	EA	48" Dia. Base	\$192.00	\$192.00
12	TON	3/4" Stone	\$6.15	\$73.80
15	TON	Sand Fill	\$1.80	\$27.00
30	LF	12" Dia. HDP Pipe	\$3.27	\$98.10

SUBTOTAL: \$909.32

REGRADE SWALE

90	CY	Loam (4")	\$10.50	\$945.00
----	----	-----------	---------	----------

SUBTOTAL: \$945.00

ROADWAY MATERIALS:	\$343.00
DRAINAGE MATERIALS:	\$909.32
REGRADE SWALE:	\$945.00

SUBTOTAL (MATERIALS): \$2,197.32

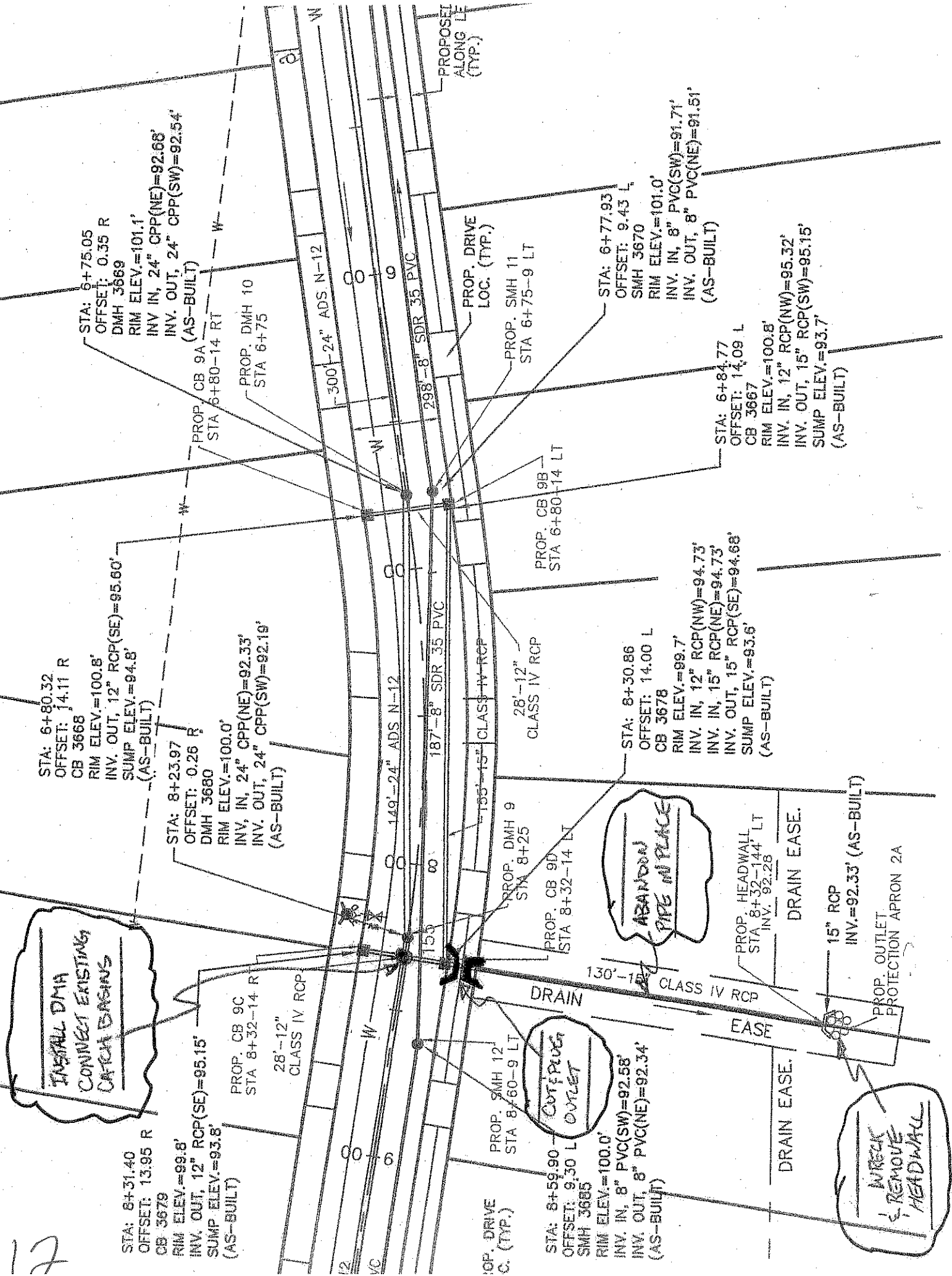
ADD 15% (OF VALUE OF MATL.): \$329.60

TOTAL (MATERIALS AND SUBCONTRACTS): \$2,526.92

USE: \$2,600

17

17



STA: 6+80.32
OFFSET: 14.11 R
CB 3668
RIM ELEV.=100.8'
INV. OUT, 12" RCP(SE)=95.60'
SUMP ELEV.=94.8'
(AS-BUILT)

STA: 8+23.97
OFFSET: 0.26 R
DMH 3680
RIM ELEV.=100.0'
INV. IN, 24" CPP(NE)=92.33'
INV. OUT, 24" CPP(SW)=92.19'
(AS-BUILT)

INSTALL DMA
CONNECT EXISTING
CATCH BASINS

STA: 8+31.40
OFFSET: 13.95 R
CB 3679
RIM ELEV.=99.8'
INV. OUT, 12" RCP(SE)=95.15'
SUMP ELEV.=93.8'
(AS-BUILT)

PROP. CB 9C
STA 8+32-14 R
28'-12" CLASS IV RCP

PROP. DRIVE
C. (TYP.)

STA: 8+59.90
OFFSET: 9.30 L
SMH 3685
RIM ELEV.=100.0'
INV. IN, 8" PVC(SW)=92.58'
INV. OUT, 8" PVC(NE)=92.34'
(AS-BUILT)

PROP. SMH 12'
STA 8+60-9 LT

PROP. CB 9D
STA 8+32-14 LT

ABANDON
PIPE IN PLACE

STA: 8+30.86
OFFSET: 14.00 L
CB 3678
RIM ELEV.=99.7'
INV. IN, 12" RCP(NW)=94.73'
INV. IN, 15" RCP(NE)=94.73'
INV. OUT, 15" RCP(SE)=94.68'
SUMP ELEV.=93.6'
(AS-BUILT)

PROP. HEADWALL
STA 8+32-144' LT
INV. 92.28'

DRAIN EASE.

15" RCP
INV.=92.33' (AS-BUILT)

PROP. OUTLET
PROTECTION APRON 2A

WRECK
& REMOVE
HEADWALL

PROPOSED
ALONG L.E.
(TYP.)

PROP. DRIVE
LOC. (TYP.)

PROP. SMH 11
STA 6+75-9 LT

STA: 6+77.93
OFFSET: 9.43 L
SMH 3670
RIM ELEV.=101.0'
INV. IN, 8" PVC(SW)=91.71'
INV. OUT, 8" PVC(NE)=91.51'
(AS-BUILT)

STA: 6+84.77
OFFSET: 14.09 L
CB 3667
RIM ELEV.=100.8'
INV. IN, 12" RCP(NW)=95.32'
INV. OUT, 15" RCP(SW)=95.15'
SUMP ELEV.=93.7'
(AS-BUILT)

PROP. CB 9B
STA 6+80-14 LT

HIGHWAY DEPARTMENT ESTIMATE

WALDO STREET AT ELM STREET

DLW MAY 3, 2001

PROJECT DESCRIPTION: Provide catch basin at Waldo and Elm to eliminate puddling

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
----------	-------	-------	------------	-----------------

ROADWAY MATERIALS

8	TON	3/8" Wearing Course	\$24.50	\$196.00
16	TON	3/8" Base Course	\$24.50	\$392.00
20	TON	Crushed Gravel	\$7.00	\$140.00
9	TON	Bank Run Gravel	\$7.00	\$63.00

SUBTOTAL \$791.00

DRAINAGE MATERIALS:

2	EA	Type B Frames and Grates	\$105.06	\$210.12
2	EA	Round Slab Top 48"	\$80.00	\$160.00
3	VF	48" Dia. Riser	\$78.00	\$234.00
2	EA	48" Dia. Base	\$192.00	\$384.00
10	TON	3/4" Stone	\$6.15	\$61.50
23	TON	Sand Fill	\$1.80	\$41.40
70	LF	12" Dia. HDP Pipe	\$3.27	\$228.90

SUBTOTAL: \$1,319.92

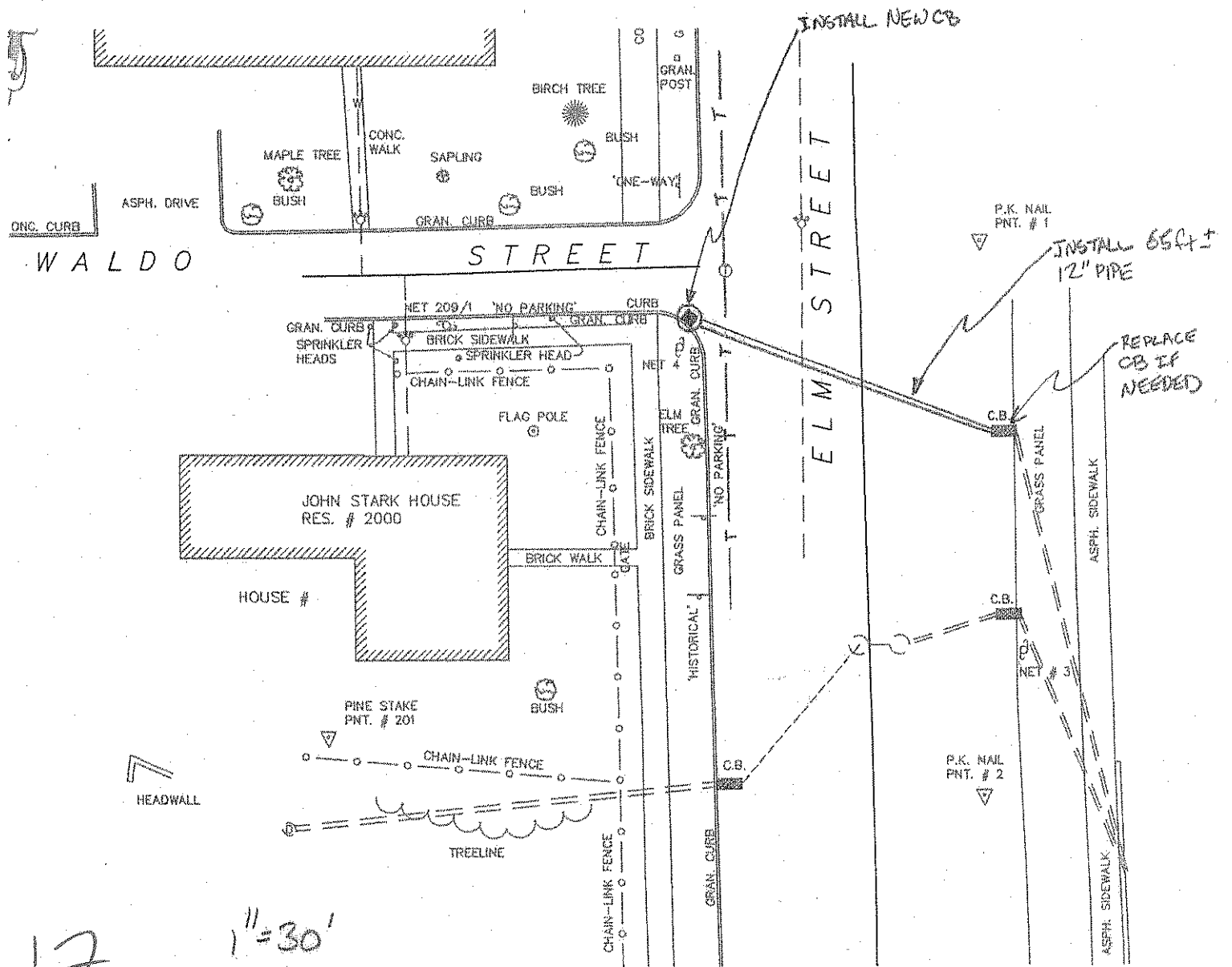
ROADWAY MATERIALS:	\$791.00
DRAINAGE MATERIALS:	\$1,319.92

SUBTOTAL (MATERIALS): \$2,110.92

ADD 15% (OF VALUE OF MATL.): \$316.64

TOTAL (MATERIALS AND SUBCONTRACTS): \$2,427.56

USE: \$3,000



17
 1" = 30'

HIGHWAY DEPARTMENT ESTIMATE
Intersection of Wedgewood Lane and Pinebrook Place
DLW MAY 3, 2001

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
----------	-------	-------	------------	-----------------

ROADWAY MATERIALS

14	TON	3/8" Wearing Course	\$24.50	\$349.13
29	TON	3/8" Base Course	\$24.50	\$698.25
69	TON	Crushed Gravel	\$7.00	\$481.25
0	CY	Bank Run Gravel	\$7.00	\$0.00

SUBTOTAL \$1,528.63

DRAINAGE MATERIALS:

0	EA	Type B Frames and Grates	\$105.06	\$0.00
0	EA	DMH Frame and Cover	\$126.42	\$0.00
0	EA	Round Slab Top 48"	\$80.00	\$0.00
0	VF	48" Dia. Riser	\$78.00	\$0.00
0	EA	48" Dia. Base	\$192.00	\$0.00
0	TON	3/4" Stone	\$6.15	\$0.00
0	TON	Sand Fill	\$1.80	\$0.00
0	LF	12" Dia. HDP Pipe	\$3.27	\$0.00

SUBTOTAL: \$0.00

ROADWAY MATERIALS: \$1,528.63

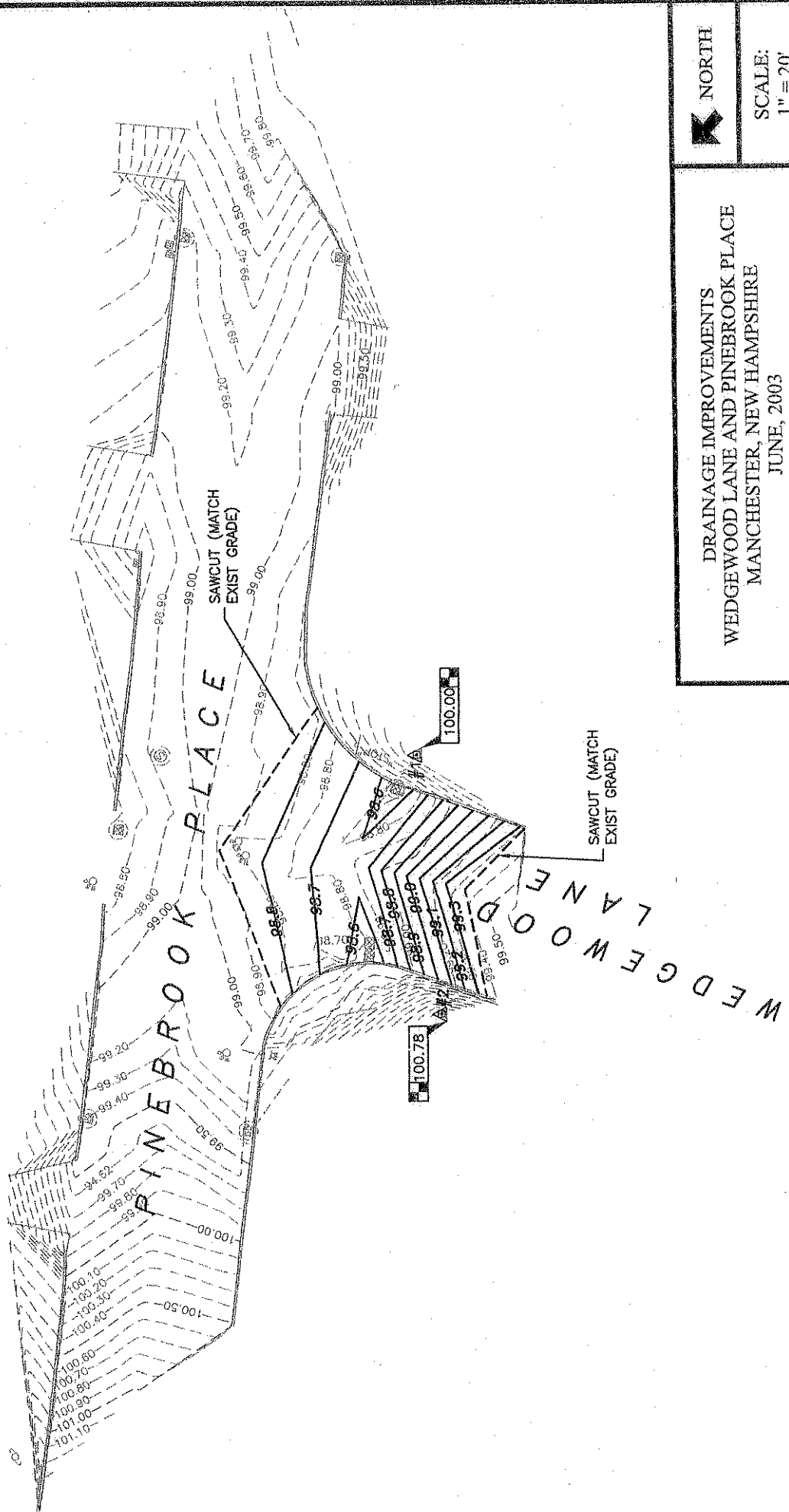
DRAINAGE MATERIALS: \$0.00

SUBTOTAL (MATERIALS): \$1,528.63

ADD 15% (OF VALUE OF MATL.): \$229.29

TOTAL (MATERIALS AND SUBCONTRACTS): \$1,757.92

USE: \$2,000



DRAINAGE IMPROVEMENTS
WEDGEWOOD LANE AND PINEBROOK PLACE
MANCHESTER, NEW HAMPSHIRE
JUNE, 2003

SCALE:
1" = 20'

CITY OF MANCHESTER
DEPARTMENT OF HIGHWAYS
CUSHING AVENUE DRAINAGE

November 10, 2003
DAA

ROADWAY MATERIALS

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
42	TON	3/8 Wearing Course	\$23.90	\$1,003.80
84	TON	1/2" Base Course	\$23.90	\$2,007.60
200	TON	Crushed Gravel	\$5.90	\$1,180.00
395	TON	Bank Run Gravel	\$5.90	\$2,330.50
30	CY	Sifted Loam	\$10.50	\$315.00

SUBTOTAL \$6,836.90

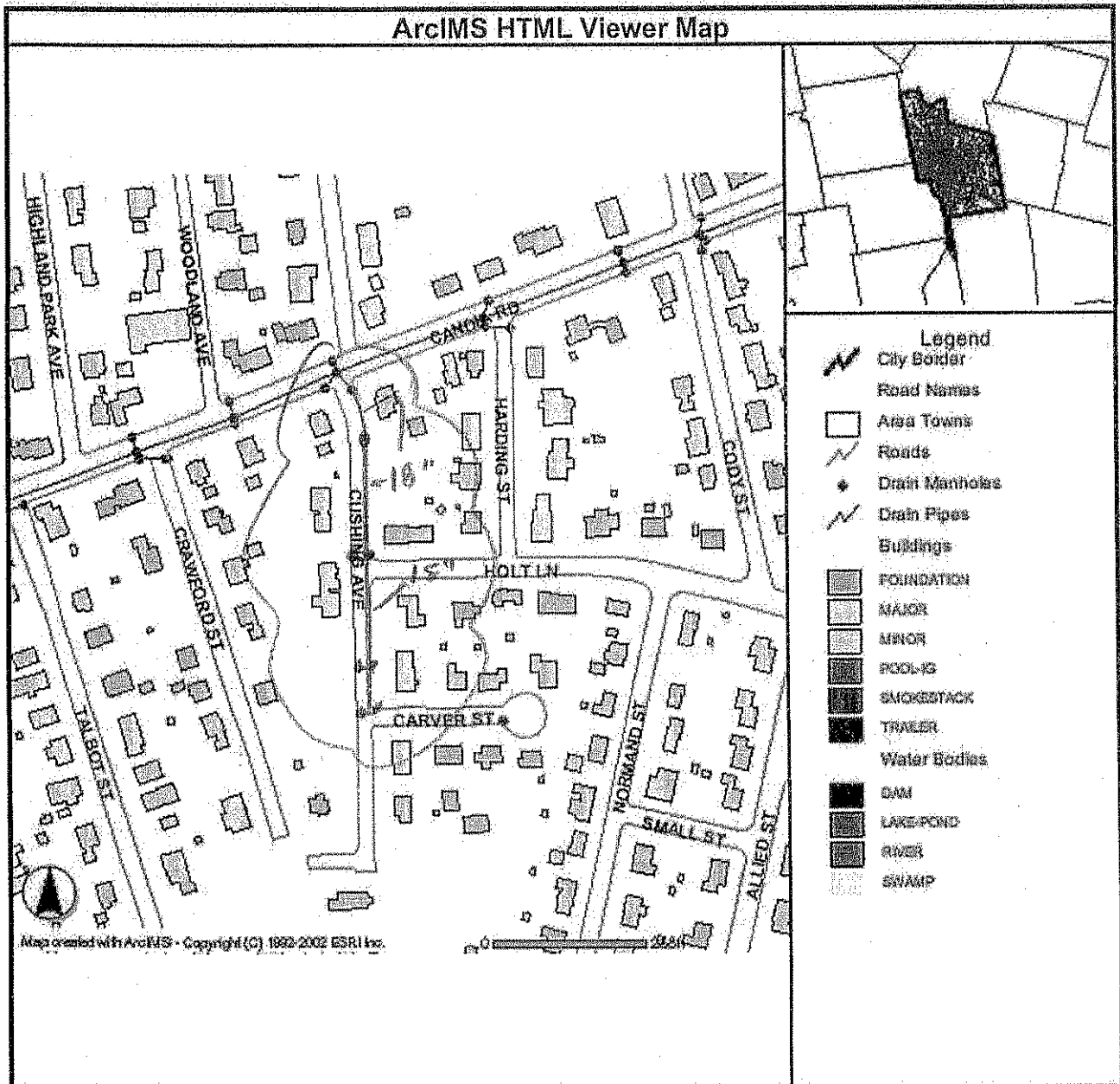
DRAINAGE MATERIALS

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
7	EA	2 x 2 CI Grate Type "B"	\$39.95	\$279.65
7	EA	4 IN CI Frame	\$58.60	\$410.20
100	LF	12" HDPE Pipe	\$3.27	\$327.00
250	LF	15" HDPE Pipe	\$4.45	\$1,112.50
290	LF	18" HDPE Pipe	\$6.00	\$1,740.00
7	EA	4 FT X 48" Dia. Base	\$192.00	\$1,344.00
21	VF	48" Dia Riser Sections	\$38.00	\$798.00
7	EA	48" ID Slab Top W/ 30" Opening	\$80.00	\$560.00
66	TON	Stone Bedding	\$5.90	\$389.40
180	TON	Sand Cushion	\$4.90	\$882.00

SUBTOTAL \$7,842.75

SUBTOTAL (MATERIALS ONLY)	\$14,679.65
SUBTOTAL 10% OF MATERIALS	\$1,467.97
SUBTOTAL LABOR (MATERIALS/.4)	\$36,699.13
TOTAL (MATERIAL+ 10%)	\$16,147.62
TOTAL (MATERIAL+ 10%+LABOR)	\$52,846.74

USE
\$17,000 ← Materials
\$53,000 only





City of Manchester
Parks, Recreation & Cemetery Department

625 Mammoth Road
Manchester, NH 03104-5491

(603) 624-6565 Administrative Office
(603) 624-6514 Cemetery Division
(603) 624-6569 Fax

COMMISSION

George "Butch" Joseph, Chairman
Thomas Murphy, Clerk
Michael Worsley
Joseph Sullivan
Steve Johnson
Ronald Ludwig, Director

September 23, 2003

Robert S. MacKenzie, Director
City of Manchester Planning & Community Development Department
One City Hall Plaza
Manchester, NH 03101

Re: Derryfield Park Rehabilitation Phase-II (CIP# 510004)

Dear Bob:

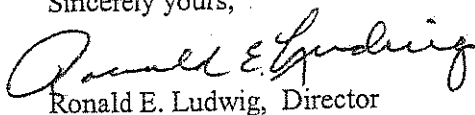
According to the FY 2004 CIP Budget, the above referenced project was identified in the Recreation and Leisure section of Table 1 (Federal, State and Other). A budget number of \$500,000 was referenced with a footnote that states the funding was to be provided by the Riverfront Park project as a cash contribution or through in-kind construction services.

This project was also discussed at the March 11, 2003 CIP Committee meeting as being a valid project for funding to be provided by the Riverfront Project developer for the relocation of Singer Park. The motion that carried called to move the bleachers from Singer Park to West Memorial Field, provide the Musco Sports Lighting to the Parks & Recreation Department and accept a cash proposal from the developer to be placed in the City's Special Revenue Reserve Account.

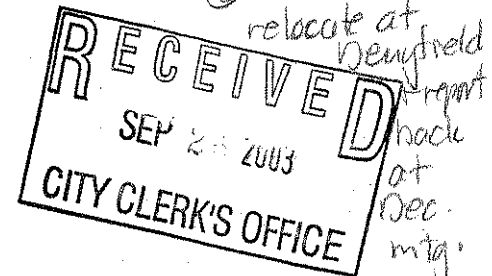
We would like to update you on what has transpired regarding the Riverfront Project and also inquire about the status of the "cash contribution". First, I am pleased to report the relocation of the bleachers to West Memorial Field was completed last week. Next, I should mention that we learned in July from the developer, Mr. Sanborn, the Musco Sport Lights from Singer Park would not be made available to the City.

The last item voted on by the CIP Committee was the "cash contribution". To my knowledge, the City has not received these funds. The City Finance Department contacted our office in mid-August asking about status of the funds, so they could complete the startup for the Derryfield Park Rehabilitation Project - Phase-II. Would you please confirm the status of these funds and make a request to the CIP Committee to determine if they are eligible for Derryfield Park.

Sincerely yours,


Ronald E. Ludwig, Director

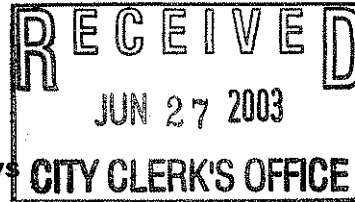
p/c: CIP Committee
Alderman Ted Gatsas - Ward #2
William Jabjiniak, Destination Manchester Coordinator





**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487



9/9/03 - Highway to send to depts. for feedback - report back to committee at a later date 10/14/03 - Tabled
Commission
James E. Connolly, Jr.
Chairman
Henry R. Bourgeois
William F. Kelley
Edward J. Beleski
Peter Favreau

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E. 11/25/03 - Tabled
Deputy Public Works Director

12/9/03 - " "

June 27, 2003

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Mr. Leo R. Bernier
City Clerk

Re: *Fleet Management/Motorized Equipment
Policy & Procedure*

Dear Committee Members:

As requested, attached is the latest Fleet Management Policy, (adopted in 1994). I have enclosed a recommended, updated policy for the Committee's review. In response to your questions, please refer to Section 5.C which references the City Seal and Authorized Passengers.

I am available to answer any questions you may have on this matter.

Sincerely,

Kevin A. Sheppard, P.E.
Deputy Public Works Director

/cd

Encl.

15

D R A F T

To the Board of Mayor and Aldermen of the City of Manchester

Gentlemen:

The Committee on CIP respectfully recommends, after due and careful consideration, that:

Consistent with **Chapter 30, Section 32.083** of the Code of Ordinances and former policies of the City, the following up-dated policies and procedures be adopted:

CITY OF MANCHESTER POLICIES AND PROCEDURES FLEET MANAGEMENT/MOTORIZED EQUIPMENT

1. **Fleet Management** shall be conducted under the supervision of the ~~Committee on Transportation~~ *Community Improvement Committee*.

2. Procurement

A. No vehicle, motorized equipment or trailers shall be leased, donated or purchased without the approval of the ~~Committee on Transportation~~ *Community Improvement Committee*.

(1) *Exception* – The Manchester School of Technology may accept donated vehicles for instructional purchases provided however, that disposition of such vehicles is conducted for salvage purposes and in accordance with the Ordinances of the City of Manchester.

B. Scheduled Replacement/Annual Requests The ~~City Coordinator~~ *Public Works Director* shall maintain an equipment replacement schedule. Department Heads shall submit annual requests for motorized vehicular equipment to the ~~City Coordinator~~ *Public Works Director* on forms in a manner to be determined by the ~~City Coordinator~~ *Public Works Director*. *Annual requests shall coincide with the annual budget process. The Public Works Director shall provide a summary of the annual requests to the Mayor for budgetary approvals.*

C. Interim Requests for motorized equipment, emergency or otherwise, shall be made to the ~~Committee on Transportation~~ *Community Improvement Committee* in care of the City Clerk who shall forward a copy to the ~~City Coordinator~~ *Public Works Director* and present the request to ~~Committee~~ *the Community Improvement Committee*.

D. Procurement Code Compliance: Following approval of vehicle/equipment purchase, the Department Head shall consult with the ~~office of the City Coordinator~~ *Public Works Director or his designee*, who shall advise as may be required for compliance with the procurement code. The ~~City Clerk~~ *Public Works Director* shall process encumbrances and payments as may be required in accordance with the Committee's direction. *Enterprise departments shall process their own encumbrances and payments.*

3. Operational control, disposition of vehicles/equipment, allocation of revenues.

~~Pursuant to Section 2-177 of the Code of Ordinances~~, Authority for assignment and utilization of a motor vehicle, shall be with the department for which it was originally purchased subject to meeting conditions of other policy requirements contained herein.

When a department determines for any reason that it no longer requires any motor vehicle, *(motorized equipment or trailer)*, they shall immediately notify the ~~Committee on Transportation~~ *Public Works Director for disposition or reassignment as determined to be appropriate*. Whenever a department receives a replacement vehicle for any reason (inclusive of insurance/accident) they shall immediately notify the ~~Committee on Transportation~~ *Public Works Director* for disposition purposes. If for any reason the department wishes to keep the vehicle being replaced, a request to the ~~Committee on Transportation~~ *Community Improvement Committee* is required.

Disposition of vehicles/equipment shall be conducted as is consistent with other ordinances and City policy.

Revenues received, as part of disposition shall be returned to the fund ~~which the vehicle was purchased~~ *Motorized Equipment Replacement fund*.

- A. *Vehicle Registration. No vehicle shall be registered without having been authorized by the C.I.P. Committee. Enterprise departments who have purchased approved vehicles shall provide purchase documentation to the Public Works Director prior to applying for registration. The City Clerk shall provide a copy of all registrations to the Public Works Director for inventory maintenance purposes.*
- B. *Vehicle Trade-In. The department shall provide the Public Works Director trade-in documentation for any vehicle traded in toward the purchase of an approved vehicle replacement.*
- C. *Vehicle Transfers. The department shall provide the Public Works Director documentation of any approved replacement vehicle transferred to another department. The receiving department shall obtain approval from the C.I.P. Committee prior to accepting vehicle transfers.*

4. Financial and General Records.

The ~~Office of the City Coordinator~~ *Public Works Director* shall maintain a statement of all accounts for the C.I.P. Committee, reflecting current budgets, amounts encumbered, and actual expenditures. The City Clerk *shall process all Certificates of Origin with the State of New Hampshire* and shall hold all original titles and registrations, with copies to departments as needed.

5. Use and Storage of City vehicles after working hours.

The purpose of this Section is to establish rules and conditions of use for City owned vehicles stored off City Property and used after hours and overnight. This policy is designed to provide adequate control for such storage and use since, although such arrangements are to the advantage of the City, they are subject to misinterpretation of the public. The City must be assured that the storage and use of these vehicles is above reproach. This policy will assure the City a means of reviewing and answering reports of alleged abuse.

A. Responsibility

1. Department Head

It is the responsibility of each department head to arrange for adequate control and storage of City vehicles when such arrangements are to the advantage of the City, to investigate any alleged abuses brought to the attention of the department and take appropriate action to correct a situation if it exists.

2. Authorized Driver

City employees assigned a City vehicle are responsible for garaging or storing the vehicle at night in the City, monitoring its periodic maintenance requirements, keeping the vehicle in a presentable appearance, and bringing it to the office for use during the day at no additional cost to the City. To exercise discreet judgement in the use and operation of City property.

B. Travel

1. Official Travel

Travel related to the execution of duties and functions of City employees such as inspections, fieldwork and transportation to meetings and working sites.

2. Limited Local Travel

Participation in approved civic programs. Transporting of immediate family to work or school while driving to work. In cases of emergency when no other transportation is available. No City employee should depend on any City vehicle exclusively for their private vehicular needs.

C. Vehicle Identification and Operators

1. City Seal

All City vehicles will bear a permanent City seal on the side doors, with the exception of Welfare vehicles, Chief of Police and Detectives' vehicles. Department names for recognition purposes should appear below the City seal.

2. Authorized Drivers

City employees having a valid New Hampshire motor vehicle operator's license. A copy of the operator's license shall be kept in the employee's personnel file. ~~In most instances, the duly authorized employee.~~

3. Authorized Passengers

City employees or those who are engaged in conducting business with the City. The only exceptions to this definition are listed above under "Limited Local Travel" which is a combination of approved travel and personal. Care should be taken in carrying passengers since the City is only liable to the extent of its insurance coverage. On passenger claims exceeding the liability limits of the City policy, the negligent driver is held responsible.

D. Overnight Use

Permitted utilization

1. Department heads whose regular duties require frequent use of a vehicle overnight and whose responsibilities involve evening and weekend public appearances.
2. Employees whose responsibilities involve emergency services and who are regularly subject to call.
3. To provide safe and secure storage, *within the City of Manchester*, for the vehicles which cannot otherwise be provided as economically and conveniently.

When permission has been granted, City owned vehicles are to be used as follows:

E. Use

1. Proper Use – Execution of official business of the city. Attending local meetings and conferences related to City business. Out of town travel requires proper approval. Limited local travel which could not be construed as an abuse.
2. Improper Use – Strictly personal use such as vacations or family recreation activities in or out of town such as beach, racetrack, etc. Off duty weekend usage. By unauthorized drivers. Providing transportation to unauthorized passengers. Driving an improperly marked City vehicle. Violation of Federal, State or City laws.

To the Board of Mayor and Aldermen of the City of Manchester:

Gentlemen:

The Committee on Transportation respectfully recommends, after due and careful consideration, that:

In the absence of a budget for the Fleet Management Department, and as is consistent with Chapter 2, Article XII of the Code of Ordinances and former policies of the City, the following policies and procedures be adopted:

CITY OF MANCHESTER

POLICIES AND PROCEDURES

FLEET MANAGEMENT/MOTORIZED EQUIPMENT

1. Fleet Management shall be conducted under the supervision of the ~~Committee on Transportation~~. *Community Improvement Program Committee.*
2. Procurement
 - A. No vehicle, motorized equipment or trailers shall be leased, donated or purchased without the approval of the ~~Committee on Transportation~~. *CIP Comm*
 - (1) Exception. The Manchester School of Technology may accept donated vehicles for instructional purchases provided however that disposition of such vehicles is conducted for salvage purposes and in accordance with the Ordinances of the City of Manchester.

5. Use and Storage of City vehicles after working hours.

The purpose of this section is to establish rules and conditions of use for City-owned vehicles stored off City property and used after hours and overnight. This policy is designed to provide adequate control for such storage and use since, although such arrangements are to the advantage of the City, they are subject to misinterpretation of the public. The City must be assured that the storage and use of these vehicles is above reproach. This policy will assure the City a means of reviewing and answering reports of alleged abuse.

A. Responsibility

1. Department Head/*District Superintendent*

It is the responsibility of each department head to arrange for adequate control and storage of City vehicles when such arrangements are to the advantage of the City. To investigate any alleged abuses brought to the attention of the department and take appropriate action to correct a situation if it exists. */ District Supt*

2. Authorized Driver

City employees assigned a City vehicle are responsible for garaging or storing the vehicle at night in the City, monitoring its periodic maintenance requirements, keeping the vehicle in a presentable appearance, and bringing it to the office for use during the day at no additional cost to the City. To exercise discreet judgement in the use and operation of City property.

B. Definitions

1. Official Travel.

Travel related to the execution of duties and functions of City employees such as inspections, field work, and transportation to meetings and working sites.

2. Limited Local Travel.

Participation in approved civic programs. Transporting of immediate family to work or school while driving to work. In cases of emergency when no other transportation is available. No City employee should depend on any City automobile exclusively for their private vehicular needs.

3. City Seal.

All City vehicles will bear a permanent City seal on the side doors, with the exception of Welfare vehicles, Chief of Police and Detectives' vehicles. Department names for recognition purposes should appear below the City Seal.

4. Authorized Drivers.

City employees having a valid New Hampshire motor vehicle operator's license. In most instances the duly authorized employee.

5. Authorized Passengers.

City employees or those who are engaged in conducting business with the City. The only exceptions to this definition are listed above under "Limited Local Travel" which is a combination of approved travel and personal. Care should be taken in carrying passengers since the City is only liable to the extent of its insurance coverage. On passenger claims exceeding the liability limits of the City policy the negligent driver is held responsible.

C. Policy

Permitted utilization.

1. Department heads ^{1 Asst. Supt.} whose regular duties require frequent use of a vehicle overnight and whose responsibilities involve evening and weekend public appearances.

2. Employees whose responsibilities involve emergency services and who are regularly subject to call.

3. To provide safe and secure storage for the vehicles which cannot otherwise be provided as economically and conveniently.

When permission has been granted, City owned vehicles are to be used as follows:

Proper Use

Execution of official business of the City.
Attending local meetings and conferences related to City business. Out of town travel requires proper approval.
Limited local travel which could not be construed as an abuse.

(Annual requests shall coincide with the budget process. The PWD shall provide a summary of the requests to the Mayor for budgetary approval.)

Page 2

B. Scheduled Replacement/Annual Requests The ~~City~~ *Public Works Director, Department of Highways* ~~Coordinator~~ shall maintain an equipment replacement schedule. Department Heads shall submit annual requests for motorized vehicular equipment to the ~~City Coordinator~~ on form to be determined by the ~~City Coordinator~~. *PWD*

C. Interim Requests for motorized equipment, emergency or otherwise, shall be made to the ~~Committee on Transportation~~ *CIP Comm* in care of the City Clerk who shall forward copy to the ~~City Coordinator~~ and present to ~~Committee~~. *PWD*

D. Procurement Code Compliance. Following approval of vehicle/equipment purchase, the Department Head shall consult with the office of the ~~City Coordinator~~, who shall advise as may be required for compliance with procurement code. The ~~City Clerk~~ shall process encumbrances and payments as may be required in accordance with the Committee's direction. *Enterprise departments shall process their own encumbrances and payments.*

3. Operational control, disposition of vehicles/equipment, allocation of revenues.

Pursuant to Section 2-177 of the Code of Ordinances, authority for assignment and utilization of a motor vehicle shall be with the department for which it was originally purchased, subject to meeting conditions of other policy requirements contained herein.

When a department ^{*District*} determines for any reason that it no longer requires any motor vehicle, it shall immediately notify the ~~Committee on Transportation~~. Whenever a department receives a replacement vehicle for any reason (inclusive of insurance/accident) the department shall immediately notify the ~~Committee on Transportation~~ for disposition purposes. If for any reason the department wishes to keep the vehicle being replaced, a request to the ~~Committee on Transportation~~ is required. *CIP Comm*

Disposition of vehicles/equipment shall be conducted as is consistent with other ordinances and city policy.

Revenues received as part of disposition shall be returned to the fund from which the vehicle was purchased.

4. Financial and General Records.

The ~~Office of the City Coordinator~~ *PWD* shall maintain a statement of all accounts for the Committee, reflecting current budgets, amounts encumbered, and actual expenditures. The City Clerk shall maintain a listing of vehicles and equipment purchased and registered with departmental location. The City Clerk shall hold all original titles and registrations, with copies to departments as needed.

15



City of Manchester
Office of the City Clerk

City Hall
904 Elm Street
Manchester, New Hampshire 03101
(603) 624-6455

Leo R. Bernier
City Clerk

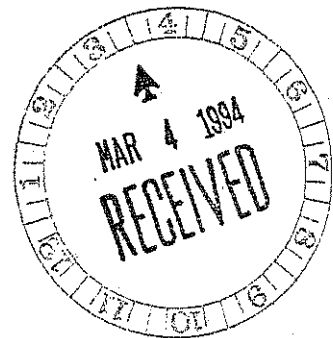
Carol A. Johnson
Deputy Clerk

Lisha M. Boucher
Deputy Clerk

MEMO TO: ALL DEPARTMENT HEADS
FROM: C. JOHNSON
DEPUTY CITY CLERK
DATE: MARCH 3, 1994
RE: POLICIES AND PROCEDURES
FLEET MANAGEMENT/MOTORIZED EQUIPMENT

Enclosed is a copy of the above referenced as adopted by the Board of Mayor and Aldermen pursuant to a report of the Committee on Transportation accepted as amended on February 1.

Enclosure



COPY

Improper Use

Strictly personal use such as vacations or family recreation activities in or out of town such as beach, race track, etc.

Off duty weekend usage.

By unauthorized drivers.

Providing transportation to unauthorized passengers.

Driving an improperly marked City vehicle.

Violation of Federal, State or City laws.

Respectfully submitted,

L. R. Bernier

Clerk of Committee

At a meeting of the Board of Mayor and Aldermen

held 2/1/94 on a motion by Ald. Goonan

duly seconded by Ald. Pariseau the report of

the Committee was accepted and its recommendations amended by adding Mayor and Fire Chief's vehicles to exception under section 5.3. and adopted as amended.

~~(adopted)~~ ~~(denied)~~

[Signature]

City Clerk
[Signature]
Deputy



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

James E. Connolly, Jr.
- Chairman
Henry R. Bourgeois
William F. Kelley
Edward J. Beleski
Peter Favreau

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

December 2, 2003

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Leo R. Bernier, City Clerk

Re: Motorized Equipment Policy

Dear Committee Members:

As requested, I have distributed to and received comments from City Departments on the referenced policy. The intent is to update the policy adopted by the Board of Mayor and Aldermen on February 2nd 1994. The wording which has a strikethrough is being eliminated, whereas the italicized wording is being added.

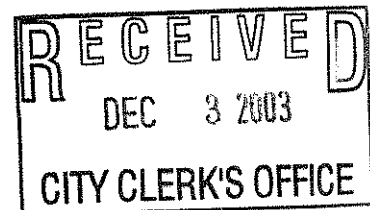
At the recommendation of the City Solicitor, this policy would not pertain to the School District. I will be available to address any questions you may have on this matter.

Sincerely,

Kevin A. Sheppard, P.E.
Deputy Public Works Director

/cd

cc: Frank C. Thomas, P.E.
Alderman Daniel P. O'Neil
Mayor's Office
Department Heads



D R A F T

To the Board of Mayor and Aldermen of the City of Manchester

Gentlemen:

The Committee on CIP respectfully recommends, after due and careful consideration, that:

Consistent with Chapter 30, Section 32.083 of the Code of Ordinances and former policies of the City, the following up-dated policies and procedures be adopted:

CITY OF MANCHESTER POLICIES AND PROCEDURES FLEET MANAGEMENT/MOTORIZED EQUIPMENT

1. **Fleet Management** shall be conducted under the supervision of the ~~Committee on Transportation Community Improvement Committee~~.

2. Procurement

A. No vehicle (motorized equipment or trailer) shall be leased, donated or purchased without the approval of the ~~Committee on Transportation Community Improvement Committee~~.

(1) ~~Exception~~—The Manchester School of Technology may accept donated vehicles for instructional purchases provided however, that disposition of such vehicles is conducted for salvage purposes and in accordance with the Ordinances of the City of Manchester.

B. Scheduled Replacement/Annual Requests The City ~~Coordinator~~ *Public Works Director* shall maintain an equipment replacement schedule. Department Heads shall submit annual requests for motorized vehicular equipment to the ~~City Coordinator~~ *Public Works Director* on forms in a manner to be determined by the ~~City Coordinator~~ *Public Works Director*. Annual requests shall coincide with the annual budget process. The *Public Works Director* shall provide a summary of the annual requests to the Mayor for budgetary approvals.

C. Interim Requests for motorized equipment vehicles, emergency or otherwise, shall be made to the ~~Committee on Transportation Community Improvement Committee~~ in care of the City Clerk who shall forward a copy to the ~~City Coordinator~~ *Public Works Director* and present the request to ~~Committee~~ *the Community Improvement Committee*.

- D. Procurement Code Compliance: Following approval of vehicle/equipment purchase, the Department Head shall consult with the ~~office of the City Coordinator~~ *Public Works Director or his designee*, who shall advise as may be required for compliance with the procurement code. The ~~City Clerk~~ *Public Works Director* shall process encumbrances and payments as may be required in accordance with the Committee's direction. *Enterprise departments shall process their own encumbrances and payments.*

3. Operational control, disposition of vehicles/equipment, allocation of revenues.

~~Pursuant to Section 2-177 of the Code of Ordinances~~, Authority for assignment and utilization of a motor vehicle, shall be with the department for which it was originally purchased subject to meeting conditions of other policy requirements contained herein.

When a department determines for any reason that it no longer requires any motor vehicle, *(motorized equipment or trailer)*, they shall immediately notify the ~~Committee on Transportation~~ *Public Works Director for disposition or reassignment as determined to be appropriate*. Whenever a department receives a replacement vehicle for any reason (inclusive of insurance/accident) they shall immediately notify the ~~Committee on Transportation~~ *Public Works Director* for disposition purposes of the replaced vehicle. If for any reason the department wishes to keep the vehicle being replaced, a request to the ~~Committee on Transportation~~ *Community Improvement Committee* is required. *Enterprise Departments will be responsible for enterprise vehicle disposition.*

Disposition of vehicles/equipment shall be conducted as is consistent with other ordinances and City policy.

Revenues received, as part of disposition shall be returned to the fund from which the vehicle was purchased.

- A. *Vehicle Registration. No vehicle shall be registered without having been authorized by the C.I.P. Committee. Enterprise departments who have purchased approved vehicles shall provide purchase documentation to the Public Works Director prior to applying for registration. The City Clerk shall provide a copy of all registrations to the Public Works Director for inventory maintenance purposes.*
- B. *Vehicle Trade-In. The department shall provide the Public Works Director trade-in documentation for any vehicle traded in toward the purchase of an approved vehicle replacement.*

4. Financial and General Records.

The Office of the City Coordinator *Public Works Director* shall maintain a statement of all accounts for the C.I.P. Committee, reflecting current budgets, amounts encumbered, and actual expenditures. The City Clerk *shall process all Certificates of Origin with the State of New Hampshire and* shall hold all original titles and registrations, with copies to departments as needed.

5. Use and Storage of City Vehicles ~~after working hours.~~

~~The purpose of this Section is to establish rules and conditions of use for City-owned vehicles stored off City Property and used after hours and overnight. This policy is designed to provide adequate control for such storage and use since, although such arrangements are to the advantage of the City, they are subject to misinterpretation of the public.~~ The City must be assured that the storage and use of vehicles is above reproach. This policy will assure the City a means of reviewing and answering reports of alleged abuse.

A. Responsibility

1. Department Head

It is the responsibility of each department head to arrange for adequate control and storage of City vehicles when such arrangements are to the advantage of the City, to investigate any alleged abuses brought to the attention of the department and take appropriate action to correct a situation if it exists.

2. Authorized Driver

City employees assigned a City vehicle are responsible for garaging or storing the vehicle at night in the City, monitoring its periodic maintenance requirements, keeping the vehicle in a presentable appearance, and bringing it to the office for use during the day at no additional cost to the City. To exercise discreet judgement in the use and operation of City property.

3. *Garaging/Storing of City vehicles outside City Limits*

The Department Head may authorize the garaging or storage of City vehicles outside City limits when it is in the best interest of the City to do so.

4. *Employees are responsible for detailing all personal use of City Vehicles to the Human Resources Department for reporting on the employees W-2 tax form.*

B. Travel

1. Official Travel

Travel related to the execution of duties and functions of City employees such as inspections, fieldwork and transportation to meetings and working sites.

2. Limited Local Travel

Participation in approved civic programs. Transporting of immediate family to work or school while driving to work. In cases of emergency when no other transportation is available. No City employee should depend on any City vehicle exclusively for their private vehicular needs.

C. Vehicle Identification and Operators

1. City Seal

All City vehicles will bear a permanent City seal on the side doors, with the exception of Welfare vehicles, Chief of Police and Detectives' vehicles, *and enterprise Departments may display the enterprise seal in place of the City seal.* Department names for recognition purposes should appear below the City seal.

2. Authorized Drivers

City employees having a valid New Hampshire motor vehicle operator's license. A copy of the operator's license shall be kept in the employee's personnel file. ~~In most instances, the duly authorized employee.~~

3. Authorized Passengers

City employees or those who are engaged in conducting business with the City. The only exceptions to this definition are listed above under "Limited Local Travel" which is a combination of approved travel and personal. Care should be taken in carrying passengers since the City is only liable to the extent of its insurance coverage. On passenger claims exceeding the liability limits of the City policy, the negligent driver is held responsible.

D. Overnight Use

Permitted utilization

1. Department heads whose regular duties require frequent use of a vehicle overnight and whose responsibilities involve evening and weekend public appearances.
2. Employees whose responsibilities involve emergency services and who are regularly subject to call.
3. To provide safe and secure storage, *within the City of Manchester*, for the vehicles which cannot otherwise be provided as economically and conveniently.
4. *The Department Head may authorize the garaging or storage of City vehicles outside City limits when it is in the best interest of the City to do so.*

~~When permission has been granted, City owned vehicles are to be used as follows:~~

E. Use

1. Proper Use – Execution of official business of the city. Attending local meetings and conferences related to City business. Out of town travel requires proper approval. Limited local travel which could not be construed as an abuse.
2. Improper Use – Strictly personal use such as vacations or family recreation activities in or out of town such as beach, racetrack, etc. Off duty weekend usage. By unauthorized drivers. Providing transportation to unauthorized passengers. Driving an improperly marked City vehicle. Violation of Federal, State or City laws.

F. Airport Provisions

Because of the Airport's unique operational nature and federal oversight requiring certain Airport employees assigned radio-equipped vehicles to be on 24-hour call status, these employees are authorized limited personal use of these vehicles within a reasonable distance from Manchester Airport. Reasonable distance will be determined by the Airport Director based on Airport response-time requirements.

6. Exceptions

Exceptions to this policy may be made by the Mayor or The Community Improvement Committee when it is in the best interest of the City.



CITY OF MANCHESTER
Office of the City Clerk

11/25/03 - Voted to
table & have
architect come
back with rec. at Dec.
mtg.
12/9/03 - Tabled - spend no
more
money
Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: Board of Mayor and Aldermen

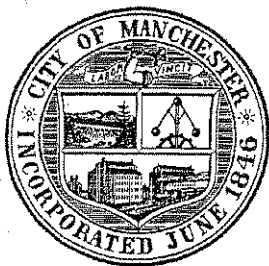
From: Lisa Thibault
City Clerk's Office *Lisa*

Date: November 24, 2003

Subject: Separate Cover Item-Derryfield Country Club Project Status Update

Attached please find a memo with attachments from Ron Ludwig regarding the Derryfield Country Club Project. Please note that this is in reference to Item 4 of the CIP agenda for Tuesday, November 25.

Attachment



CITY OF MANCHESTER
Parks, Recreation & Cemetery Department

625 Mammoth Road
Manchester, NH 03104-5491
(603) 624-6565 Administrative Office
(603) 624-6514 Cemetery Division
(603) 624-6569 Fax

COMMISSION

George "Butch" Joseph, Chairman
Thomas Murphy, Clerk
Michael Worsley
Joseph Sullivan
Steve Johnson
Ronald Ludwig, Director

November 24, 2003

Mr. Daniel O'Neil, Chairman
CIP Committee
One City Hall Plaza
Manchester, NH 03101

Re: Derryfield Country Club
Project Status Update

Dear Alderman O'Neil,

Enclosed as per your request is information relative to the status of the above referenced project. Included is a Chronological Analysis of events leading to up to November 2003. I have also included a portion of the Management Agreement entered into by our Tenant, Mr. Mike Lanoie and the City. The Section I have included (21) indicates how the parties should move forward in the event the project can not be completed within the budget.

Dennis Mires, from Dennis Mires Architect Firm, John Deloya, from Eckman Construction and I will be on hand to further explain the material and answer questions Committee Members may have.

Sincerely,

Ronald E. Ludwig
Director

Cc: Honorable Mayor Baines



CITY OF MANCHESTER
Parks, Recreation & Cemetery Department

625 Mammoth Road
Manchester, NH 03104-5491
(603) 624-6565 Administrative Office
(603) 624-6514 Cemetery Division
(603) 624-6569 Fax

COMMISSION

George "Butch" Joseph, Chairman
Thomas Murphy, Clerk
Michael Worsley
Joseph Sullivan
Steve Johnson
Ronald Ludwig, Director

Derryfield Country Club
Clubhouse Project 2003

Design Engineering Process/ Chronological Analysis

The following is a chronological delineation of critical events during the conception and design engineering phases of the above referenced project.

- October 16, 1998 – Presentation of existing clubhouse building analysis and solution recommendations by Orcutt Architects as part of the facility's Master Plan.
- October 10, 2001 – Development of conceptual building and site plan with corresponding cost analysis presented by a local Architectural firm to the City on behalf of the Derryfield Country Club Restaurant. Result was a range of high \$2,300,000 and low \$1,900,000 for a 20,000 sf building.
- March 15, 2002 – Updated review and analysis of conceptual construction cost estimate presented by a local Architectural firm to the City on behalf of the Derryfield Country Club Restaurant. Result indicated no change in previous job cost estimate.
- December 13, 2002 – Execution of Management Agreement between the City and BLL Restaurant, Inc. delineating terms of building construction, occupation and payment schedule.
- January 2003 – Selection Committee for selection of a firm to provide Architectural/ Engineering services is formed. Members include Ron Ludwig- P,R&C Dept., Ron Johnson- P,R&C Dept., Tim Clougherty- Highway Dept., Pamela Goucher- Planning Dept., Mike Lanoie- BLL Restaurant, Inc.(Tenant) and Ed Wojnilowicz- P,R&C Dept. Once the Architectural firm is selected, a representative of that firm will become a member of this committee for the selection of a Construction Manager.
- January 14, 2003 – Project assumptions and cost estimates provided to P,R&C Department by the City's Public Building Services Division. Result was a high of \$3,400,000 and a low of \$2,500,000.
- January 22, 2003 – RFQ for Architectural Services and a Construction Manager advertised.
- March 25, 2003 - Architectural Services RFP deadline.
- April 10, 2003 – Architectural firm of Dennis Mires selected to perform design engineering work for clubhouse project.
- April 15, 2003 – Bond Resolution for the amount of \$2,300,000 approved by the BMA.
- May 1, 2003 - Construction Manager RFP deadline.

- May 7, 2003 – Eckman Construction Co., Inc. selected to provide construction manager services for clubhouse project.
- May 14, 2003 – DCC membership informational meeting.
- May 15, 2003 – DCC abutter informational meeting.
- June 12, 2003 – First meeting of clubhouse design group meets. It was determined that this group meets every Thursday to disseminate information and maintain the expedited status of the project.
- June 19, 2003 – Contract for construction of new maintenance building is executed with Eckman Construction Co., Inc.
- July 16, 2003 – Design work continues and project cost estimates appear to be escalating beyond budget parameter. Architect and Construction Manager were instructed to prepare a comprehensive cost analysis of the project.
- July 18, 2003 – Construction of new maintenance building begins.
- July 24, 2003 – Construction Manager presented a preliminary project cost analysis. Design work continues and all parties are instructed to review their respective parts of the project and identify cost cutting measures.
- August 14, 2003 – Design work continues. Project cost estimates place the design over budget and significant impact to Tenant program will occur if space reduction is implemented.
- August 21, 2003 – Design work near completion and project cost estimates indicated project over budget. Construction Manager was instructed to bid plans in their current form in order to place an actual dollar value on estimated construction costs. Once actual pricing is obtained Value Engineering exercises can commence.
- September 24, 2003 – Bid results are provided by Construction Manager for analysis. Project cost as bid is identified at \$3,749,480. Value Engineering commences and a list of possible adjustments is provided.
- September 25, 2003 – It is determined that project can not be accomplished in its present form. Construction Manager instructed to provide further break down of costs indicating items to be carried by Owner and by Tenant. Owner and Tenant review project analysis line by line.
- October 2, 2003 – Owner/ Tenant cost breakdown is provided and VE exercises continue.
- October 16, 2003 - It is determined that project in its present form can not continue without additional funding and redesign is identified as a possibility. Architect is instructed to provide alternative design sketches and a fee estimate for additional services.
- November 5, 2003 – Architect and Construction Manager provide a bare bones design that will accommodate Owner and Tenants program requirements. Total project cost estimate is projected at \$3,250,000. As requested by owner, a list of criteria on which the redesign was based has been provided. Currently under review.
- November 6, 2003 – Certificate of Occupancy issued for maintenance building.

become the property of Owner. This includes, but is not limited to, ceilings, flooring, carpeting, shelving (which is affixed to the real estate), partitions, walls, wall coverings, affixed restaurant equipment and the like. At the termination of this Agreement, Manager may remove its own personal property not considered part of the real estate, such as blinds, curtains, portable equipment, business machines, trade fixtures, signs and the like, not affixed to the real estate. Notwithstanding the foregoing, Manager may not remove affixed equipment and the Premises shall remain equipped and furnished such that it can continue to be used as a restaurant and banquet facility.

21. **OWNER'S CONSTRUCTION AND IMPROVEMENTS:** Owner hereby agrees to spend a maximum of Two Million Two Hundred Thousand Dollars (\$2,200,000) (the "Improvement Allowance") on the demolition of the current country club facility and on the construction of and improvements to the Building and the Property. Upon execution of this Agreement, Owner shall, using its normal procurement and contracting procedures, arrange for the design and construction of the Building and improvements therein and thereafter the demolition of the existing building. The Improvement Allowance shall be spent on the following items and in the following priority until it is depleted, after which Owner shall have no further obligation to make any further renovations or improvements.

- a. First, to design the Building;
- b. Second, to construct and frame the exterior of the Building;
- c. Third, to construct the interior of the Building, excluding the Premises;
- d. Fourth, to demolish the existing building and to landscape the demolition site (the date such work commences being the "Demolition Date")
- e. Fifth, to construct to a minimum base level the interior of the Premises for an approximately 10,000 square foot restaurant and function facility, an approximately 3,400 square foot exterior deck and approximately 1,500 square feet of office and storage space located on the lower level (the "Vanilla Box Improvements");
- f. Sixth, the remainder of the Improvement Allowance, if any, shall be provided to Manager as an allowance to install finishes and to fit-up the Premises, including the function room, dining room, kitchen, bathroom and common area.

To the extent the Improvement Allowance has not been depleted, the Vanilla Box Improvements shall include rough electrical, rough plumbing to kitchen, bathrooms and bar, complete HVAC distribution throughout entire Premises, finished fire rated sheetrock ceiling, and a clean smooth surfaced floor ready to accept Manager's finished floor materials.

If at any time prior to the award and entering into of a construction contract to build the Building either Owner or Manager shall reasonably believe that the Improvement Allowance will be depleted prior to the completion of the Vanilla Box Improvements, such party shall notice the other of such belief (the "Depletion Notice"). During the thirty (30) days following the delivery of the Depletion Notice, Manager and Owner shall cooperatively work together to: (a) agree upon a mutually acceptable redesign of the Building or portions thereof so that the cost of the construction is satisfactorily reduced; (b) implement other reasonable and mutually acceptable cost saving measures; (c) seek from the Board of Mayor and Aldermen of the City of Manchester additional financing (the agreement to which shall be in such Board's sole discretion) to augment the Improvement Allowance so that it will not be depleted prior to the completion of the Vanilla Box Improvements and enter into a corresponding amendment of this Agreement to increase the Minimum Share of Revenue to account for any additional debt service requirements; (d) have Manager agree to absorb the shortfall in the funding for the Vanilla Base Improvements; or (e) agree to and implement any combination of matters set forth in the foregoing clauses (a), (b), (c) and (d). If Owner and Manager are unable to reach a mutually acceptable agreement regarding the cost of the design and construction of the Building within such thirty (30) day period, Manager shall have the right by notice to Owner to terminate this Agreement within ten (10) business days after the end of such thirty (30) day period. If Manager does not timely terminate this Agreement pursuant to this Section 21 (which termination must occur, if at all, prior to the construction contract being entered into by Owner for the Building), the Agreement shall remain in full force and effect.

In addition, if, after a construction contract to build the Building has been awarded and entered into, either Owner or Manager becomes aware of a material cost increase due to unforeseen conditions (e.g., the discovery of hazardous waste requiring an expensive clean-up) either party may provide the other with a Depletion Notice and the provisions of the foregoing grammatical paragraph shall apply (except that Manager's right to terminate this Agreement shall be timely if exercised within ten (10) days of the end of the thirty (30) day period following delivery of the Depletion Notice notwithstanding that a construction contract to build the Building has been awarded and entered into).

Once the Improvement Allowance has been depleted, Manager shall be responsible for the cost of any further renovations and improvements to the Premises.

22. **BUILDING DESIGN COLLABORATION.** Owner and Manager hereby agree that the selection of the architect and design of the Building shall be a collaborative process. Although the selection of the designer and contractor for the Building must be undertaken in accordance with the applicable procurement procedures of Owner, Manager shall have the right to participate in the selection process including by being present at any interviews or presentations, being



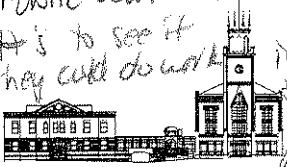
Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development


Planning
Community Improvement Program
Growth Management

11/05/03 - looked -
Public works to look at
It's to see if
they could do work in-house
at report
back
@ next
mtg.



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Committee on CIP

From: Robert S. MacKenzie 

Date: November 5, 2003

Subject: Funding Request Dean Avenue

Elm Street Businessman Paul Mansback has contacted our office with a request that the City considers making various safety and aesthetic improvements along Dean Avenue at a cost of \$9,800. The desired improvements involve the replacement of two existing overhanging streetlights and the replacement of asphalt with brick immediately in front of the entranceways to the businesses along Dean Avenue. Mr. Mansback has offered his services to act as overseer of this project were the City to provide the requested funding

For your consideration Mr. Mansback had previously received funding through the Building Façade Program during the renovation of his property on Elm/Dean Avenue.

Attachments:

■ ■ L. Newman Associates/
■ ■ Paul Mansback, Inc.

■ ■
■ ■

Commercial and residential
Interior design, space planning and landscape architecture

October 20, 2003

Sam Maranto

CITY OF MANCHESTER: CIP

One City Hall Annex

City Hall Plaza

Manchester, New Hampshire 03101

Subject: Application for funding of Dean Avenue Improvements, Manchester, New Hampshire.

Dear Sam,

As per our conversation last week, the following is a breakdown of the request for funds that I am proposing for the improvements to Dean Avenue that focuses on security and upgrading the existing asphalt paving.

■ Furnish and install 6 new 24" diameter black industrial shade fixtures with A19 130 volt lamps, held on E13 brackets and metal cages with prismatic globes for protection from vandalism and to provide weather tightness. Price from electrician includes permit, wiring in conduit, installation. Power is to be provided by the existing PSNH light fixture connection in the alley. This light fixture will be removed and disposed of. It is our intent to maintain the lamps and the fixtures with the city paying for the power (as currently done). The new fixtures will increase the pedestrian safety on Dean Avenue and help reduce the incidence of public urination that is continually occurring in the area.

■ Additionally, it is our intention to saw cut areas of the existing asphalt pavement out of the alley and replace it with new Stiles and Hart Boston City Hall Pavers. Specifically, this replacement would occur at the side entrance to Lala's Hungarian Pastry's, at the elevator entrance to 834 and 846 Elm Street (located at the center of Dean Avenue) and at the next 3 entrances to the buildings at the intersection of Dean Avenue and Hampshire Lane.

The costs for the above proposed improvements is:

- Light: \$5600.00
- Brick work: \$4200.00

Of course, this is a lot of information to provide in a paragraph and if you need amplification about any of the proposal, I can be reach at anytime at my office: 622-7722.

Thank you for your time and consideration of this request.

Sincerely,

Paul Mansback

■ ■ 834 Elm Street

■ ■ Manchester, New Hampshire 03101-2107 USA (603) 622-7722 fax: 625-1450

■ ■
■ ■

Alderman Lopez



CITY OF MANCHESTER

OFFICE OF THE MAYOR

Robert A. Baines
Mayor

January 15, 2004

Drew Weber
6 to 4 to 3, LLC
450 Aiken Street
Lowell, MA 01854

Re: Relocation of Singer Family Park Field

Dear Drew:

I am writing to follow up on the December 2, 2003 letter regarding the relocation of Singer Family Park Field.

As you know the Memorandum of Understanding dated November 14, 2002, and the Master Lease dated March 13, 2003 refers to the stadium developer making sufficient funds available to relocate Singer Park Field. The City has selected Derryfield Park as a potential site for this relocation.

I am looking for an *update* on this issue including a *timeframe* of when this might be resolved including construction completion dates. As you may know, this is the time of the year we develop our capital budgets for the coming year and Derryfield Park is one area under consideration for additional investment.

The Special Committee on Riverfront Development has requested a response to this letter on or before their next meeting, which is scheduled for Monday, February 2, 2004.

Thanks for your attention to this matter and I look forward to hearing from you in the near future.

Sincerely,

William J. Jabjiniak
Destination Manchester Coordinator

CC: Mayor Baines
Aldermen Lopez
Thomas Clark
Kevin Clougherty
Frank Thomas
Shawn Smith
Andrea Batchelder
Robert Brooks
Ronald Ludwig

12-9-2003
Hundred ft.
B. Jabjiniak
Tabled

From: Andrea Batchelder <andreab@gcattorneys.com>
To: "wjabjiniak@ci.manchester.nh.us" <wjabjiniak@ci.manchester.nh.us>
Date: 12/9/03 11:52AM
Subject: Relocation of Singer Park

Dear Bill,

6 to 4 to 3, LLC is not prepared to respond to the issues raised in your letter dated December 2, 2003 at this time. I'm in the process of reviewing the letter and attached documents which I only just recently received and need additional time to look into this matter. I appreciate your patience and consideration, as well as that of the Committee, in giving us sufficient time to look into this matter.

If you have any questions, please do not hesitate to contact me.

Thank you very much.

Andrea

CC: "Drew Weber (E-mail)" <dweber@lowellspinners.com>, "Brooks, Robert D." <BrooksR@pbworld.com>, "WMcCabe@ropesgray.com" <WMcCabe@ropesgray.com>



CITY OF MANCHESTER

OFFICE OF THE MAYOR

Robert A. Baines
Mayor

December 2, 2003

Drew Weber
6 to 4 to 3, LLC
450 Aiken Street
Lowell, MA 01854

One City Hall Plaza

Manchester, NH 03101-1932

Phone: 603.624.6500 (V/TTY)

Fax: 603.624.6576

Re: Relocation of Singer Family Park Field

Dear Drew:

The Community Improvement Program (CIP) Committee of the Board of Mayor and Aldermen (BMA) has requested I contact you regarding the relocation of Singer Family Park Field.

In the Memorandum of Understanding dated November 14, 2002, item K refers to the stadium developer which is 6 to 4 to 3, LLC making sufficient funds available for:

1. Repayment to the Bank of New Hampshire
2. Debt to the City
3. Stage contractor settlement
4. Cost to relocate Singer Park Field

To date items 1-3 have been resolved. Item 4 is still an outstanding issue and needs to be resolved in the very near future.

At a previous meeting of the CIP Committee (minutes enclosed) it was represented that an allotment of \$500,000 to \$750,000 has been set aside for this task, depending on the site location.

The City has selected Derryfield Park as a potential site for this relocation. The BMA would like to know how much this relocation would cost and when this could be accomplished. An alternative includes a cash contribution toward this work, with the actual work being completed through the normal city process of design and sealed bid.

The CIP Committee has requested a response to this letter on or before their next meeting, which is scheduled for December 9, 2003. Thanks for your attention to this matter and I look forward to hearing from you in the near future.

18

Sincerely,

A handwritten signature in dark ink, appearing to read 'Bill Jabjiniak', with a stylized, flowing script.

William F. Jabjiniak
Destination Manchester Coordinator

CC: Mayor
Board of Aldermen
Thomas Clark
Kevin Clougherty
Leo Bernier ✓
Walter McCabe
Kurt Sanborn
Frank Catapano

COPY

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is dated as of November 14, 2002 by and among The City of Manchester, New Hampshire, a municipal corporation, acting by and through its Board of Mayor and Aldermen (the "City"), Manchester Downtown Visions, LLC, a New Hampshire limited liability company (the "Land Developer") and 6 to 4 to 3, LLC, a New Hampshire limited liability company (the "Stadium Developer").

RECITALS:

A. The City owns the Property (as hereinafter defined) and, subject to and in accordance with the terms and conditions hereof, is prepared to lease the Property to the Land Developer or in the alternative to lease most of the Property to the Land Developer and to directly lease the Stadium Parcel (as hereinafter defined) to the Stadium Developer.

B. The Land Developer is prepared to lease the Property or all of the Property excluding the Stadium Parcel from the City.

C. The Land Developer intends after leasing the Property from the City to sublease the same to at least five end users of the Property including the City.

D. The uses of the contemplated sublease development parcels are for a hotel, an off-peak power plant, a residential development, a retail development and a baseball stadium.

E. Unless it is excluded from the master lease of the Property to the Land Developer, it is contemplated that the Stadium Parcel is to be subleased by the Land Developer to the City.

F. If the Stadium Parcel is excluded from the master lease of the Property to the Land Developer, the City shall directly lease or enter into a management and operations agreement with the Stadium Developer for the Stadium Parcel.

G. It is contemplated that the City shall finance the costs of permitting, design and construction of the baseball stadium.

H. It is contemplated that the City shall enter into a development agreement with the Stadium Developer for the permitting, design and construction of the baseball stadium.

I. It is contemplated that the City shall enter into a management agreement or lease with the Stadium Developer to operate the baseball stadium with a Class AA professional baseball club affiliated with a Major League Baseball club through a Player Development Contract.

J. As a temporary arrangement until the baseball stadium is completed, the City shall enter into a lease or a management and operations agreement for Gill Stadium (as hereinafter defined) with the Stadium Developer.

K. As a required precondition to the various leases, subleases and agreements referred to above the Stadium Developer shall arrange for the Foundation (as hereinafter defined) to terminate its lease of the Property and shall as part of such termination make sufficient funds available or make alternative arrangements satisfactory to all necessary parties for (i) the repayment of obligations owed the Bank of New Hampshire by the Foundation with respect to advertising, etc. of the Property; (ii) repayment of debt of \$748,790 owed by the Foundation to the City; (iii) payment of amounts owed to a contractor for construction of a stage; and (iv) the cost of relocating and recreating the Singer family park facilities at another location in the City of Manchester; which alternative location will be provided by the City.

L. Each of the Land Developer and the Stadium Developer (collectively, the "Developers") needs a written agreement memorializing the understandings with the City regarding the contemplated transactions and agreements in order to proceed

COMMITTEE ON COMMUNITY IMPROVEMENT

March 11, 2003

5:30 PM

Chairman O'Neil called the meeting to order.

The Clerk called the roll.

Present: Aldermen O'Neil, Shea, Smith, Lopez

Absent: Alderman Wihby

Messrs: W. Jabjiniak, K. Sanborn, R. Ludwig, R. Sherman, R. MacKenzie,
Chief Kane, Aldermen Gatsas and DeVries

Chairman O'Neil addressed Item 3 of the agenda:

Communication from William J. Jabjiniak regarding Singer Park
Relocation.

Mr. Jabjiniak passed out a map stating that this is what was proposed in
November.

Chairman O'Neil asked is Mr. Sanborn here for support or does he wish to speak.

Mr. Jabjiniak replied I am going to ask him to come up here and join me. As you may recall, at the November presentation when the MOU was approved we talked about the developer agreeing to relocate Singer Family Park to a location that we choose. Certainly the architect took a look at Derryfield Park and said it fits. They could move the park, the field I should say, and its amenities up to Derryfield as one alternative. We have gone out and looked for some other alternatives. The Wolf Park area has been suggested. I think that has been backed away from because you are going to displace an existing field from over there as well. I think the alternative that we are looking at still is Derryfield Park. We are open to suggestions. That is why we are here tonight. As you recall and look at the map, this goes directly north of the existing Lemire field and includes the creation of the field, additional parking, the concession area is created, restrooms are provided, seating is provided, and some lighting so just about everything you see down at Singer Park now is recreated up at Derryfield Park in this example. I am looking for direction from the Committee and Mr. Sanborn can add anything to that that he would like.

Chairman O'Neil welcomed Kurt to the meeting.

Alderman Shea asked what is the purpose of this. Why are we doing this? What is its purpose?

Mr. Jabjiniak answered there was a whole lot of discussion early on with the developer about what the community would think about losing the field. I think the concern early on was Singer Park and the Riverfront Park Foundation has done a good job of providing a venue that attracts not just local people but I think regional people and State people as well and with that in mind they have offered as part of the overall development of the riverfront to recreate the venue, recreate the field if you will. That is why we are here looking for that direction. I guess we want to make one thing clear. There is a stage down there. It is not anticipated, it is not even planned to take that stage and move it anywhere near Derryfield Park and I am sure the Aldermen are happy to hear that as well. That stage is going to probably be dismantled and sold for scrap. That is where it is at now.

Alderman Shea asked if we were not to have anything to do with Singer Park or the Singer Park Foundation you mentioned at a recent meeting that the money could be transferred to some other City project, namely we will say working to improve Memorial High School or something else. We are not committed at all at this stage to Singer Park or anyone associated with the Singer Park Foundation is that correct?

Mr. Jabjiniak answered let me clarify a couple of things. The group has stepped up as part of their termination of the lease and signing the documents and have agreed to pay off the loan that the Riverfront Park Foundation had with the City. That totals \$748,000. They have agreed to settle and make a payment and clear up the whole lawsuit issue around the stage contract. They agreed to pay off the loan that the Foundation had with the Bank of New Hampshire. So those are three things separate than another option that Mr. Sanborn is going to talk about just briefly that if you don't want to create this field they would consider a cash payment in lieu of creation of the facility or the field. That is what I referred to in the past. You can move it anywhere you want. If there is money to move... certainly the \$748,000 needs to pay off the bond. Anything new and above that is up to the Board. It is really up to you.

Alderman Shea asked just so I am clear, if we were not to do anything with Derryfield Park in terms of any kind of renovation there, the City would be able to use the money that the group that is representing the development of Singer Park...they would be willing to pay the City \$748,000 or \$749,000...

Mr. Sanborn interjected no. The \$748,000 is already being paid. The \$748,000 for the City is money that was owed to the City as a result of the Singer Park and debts owed to the City because of that complex. We are paying that off already. We are also paying the contractor on the site approximately \$250,000 who is owed money for building the stage. We are also paying back debt to the Bank of New

Hampshire of approximately \$120,000. That clears the site from all debt. It is now a clean piece of property. We are taking care of all of that. As part of this project, Alderman, we offered to relocate Singer Family Park, not the stage but the soccer field basically. We have allotted, through construction estimates, between \$500,000 and \$750,000 to do that depending upon the site. We are willing...to be honest with you we don't really care. It is your decision as to what you want to do. If you want to recreate the park or put the money towards another worthwhile cause, that is totally your decision and I think that is why it was referred to this Committee.

Alderman Smith asked if this does move to Derryfield Park, the Foundation has nothing to do with it I hope.

Mr. Jabjiniak answered that is correct. It will be under the control of the City's Parks, Recreation and Cemetery Department.

Alderman Lopez asked could we have Ron Ludwig come forward also as he is the Superintendent of Parks. I think before we make a decision we should hear from him in reference to this location because there are two ball fields up there that are utilized by Trinity and I think two girl's softball teams. Ron, could you come up and explain a little bit about that area before we make the decision here? Then I will have a couple of other questions after Ron explains about Derryfield Park.

Mr. Ludwig stated what I did was prepare a summary of usage sheet for the area that I will have the Clerk hand out. I am sorry that I couldn't get this information to you sooner but this all came forward rather quickly. I just went through this exercise of trying to kind of show everybody how Derryfield Park is...what the current use is. Until you put things down on paper sometimes you don't really realize how busy a location is. I am sure that we have forgotten some of the ancillary items that may also go along with the park like pet walks for the Police Department and things like that that would not appear on this list but the point being in a nutshell that it is a passive park. It has dual usage between recreational use and such. We recently constructed a new playground up there, which will bring additional people to the area. I only bring this information forward as it relates to bringing to everyone's attention how many more people could possibly be drawn to the park under what I think is the proposed venue. I am not sure exactly what the proposed venue is. The exit on Mammoth Road from Reservoir Avenue and Bridge Street and from Reservoir Avenue onto Belmont Street in conjunction with the Hillside School area are very difficult areas and we receive numerous complaints now about congestion in the area just with the softball players. So under any proposal there is some displacement. I am not necessarily opposed. I just want to bring to everyone's attention that this is going to bring far more congestion to an already congested area. When we talk about track meets in the fall we can do a lot of things with proper scheduling, there is no question, but I just want to bring to the attention of everyone here that this is a rather difficult site